

FORM 12: PHYSICS AND ASTRONOMY PURCHASING REQUISITION

Vendor Name/Name of person being reimbursed		
Address/website/email		
City	State	Zip
Vendor Phone/Fax #		

DATE:	
Express Shipping Requested	
<input type="checkbox"/> REQUEST EXPRESS SHIPPING	
Insert Shipping Instructions below:	

NAME:	
BUILDING/ROOM:	
EMAIL/PHONE:	

Benefit to the Project

How will the item(s) be used to benefit the project(s) as allocated on this purchase request and/or support the mission of the university?

ACCOUNT(S) TO BE CHARGED. N/A if using a PRF check out card.

IO/WBSE	GL Account	\$ or % Amount

CATALOG #	Item Description / Part Number / Purpose of the meal with list of attendees	QUAN.	UNIT COST	Total Cost	Packing Slip	Reconciled
PRICING FROM:		REQUISITION TOTAL:		\$ -		

Does the project require animal & care approval? Yes _____ No _____ If yes, please provide PACUC #: _____

PI/Requestor Signature	Date:	PI or Department Head Approval	Comptroller Authorization (BO)	Date
------------------------	-------	--------------------------------	--------------------------------	------

Signature certifies: That the requestor has the technical expertise and/or direct knowledge that these item(s) and costs will benefit the project(s) indicated. That you are authorized to commit funds on behalf of the university and Department through the use of a University Purchasing card. All expenses must be made by you on behalf of and for the benefit of the University department, school, or office. Compliance with University purchasing policies and procedures, including providing documentation in order to perform the reconciliation process of the University purchasing card is mandatory. All receipts, statements and other documentation related to card usage are University property and the University reserves the right to audit all records related to card usage. The Card must be kept secure at all times by the card holder and if lost or stolen immediately report to JP Morgan Chase 1-800-316-6056. Cardholders may not make personal purchases with the Purchasing Card and cardholder privileges may be revoked for such use. The cardholder agrees to reimburse the university for any inappropriate charges, including expenses and charges incurred by the University in connection of such transactions. Fraudulent or intentional misuse of the card by the cardholder will result in revocation of the card, restitution and or criminal charges. The University reserves the right to pursue all legal remedies available to it with respect to inappropriate card usage. The University further reserves the right to revoke cardholder privileges at any time and without notices.

Physics & Astronomy Use : _____ *Order placed by:* _____ *Date:* _____

Grant #: Project Period: Balance:	Authorization:
--	-----------------------

Pcard	PRF	HOSP	Ariba	Invoice/DIV	Jen	Debbie	Marsha	Shopping Cart #
								PO#

PHYSICS AND ASTRONOMY PURCHASING TIPS

Purchase Orders:

- Complete a **Form 12** with the IO/WBSE and Benefit to the Project listed. The **Form 12** is located on the Physics & Astronomy website under forms.

Obtain PI signature of approval to charge to the IO/WBSE listed on the **Form 12**

OR

Obtain PI authorization to purchase items needed to complete the project(s) on an Account Authorization Form (Approval only needed once)

- Refer to Purdue's Preferred Vendors List often for savings, fast, and often times free delivery by clicking on the Ariba Vendor List link at:
<http://www.purdue.edu/business/procurement/howtobuy/goodsandservices/suppliers.html>.

The preferred vendor for scientific and lab equipment is Fisher Scientific. Fisher Scientific Stockrooms (previously known as "stores") catalog can be found at:

<https://www.purdue.edu/business/procurement/BPM/howtobuy/suppliers/fisher.html>

- Consider contacting the Vendor to check availability and pricing before submitting a **Form 12** to avoid delays. Most websites are not updated on a regular basis and information may be incorrect.
- For orders under \$1,000 please see your departmental secretary to assist you.
- For orders \$1,000 or greater please see Jennifer Deiser in PHYS 220 (**physbo@purdue.edu; 765-494-5378; Mon – Fri from 8-12 and 1-5**)
 - Please obtain a quote from the vendor for purchase all orders \$1,000 or above.
- Once the order has been placed and approved, a Purchase Order (PO) Number will be assigned. The PO will be shared with you and can be used to check the status of the order.

Credit Card Checkout:

- Check out cards are intended to provide efficient, cost-effective purchasing for small dollar amount transactions (less than \$500) for vendors that are not in Purdue's purchasing system.
 - Unfortunately, Purdue's policies do not allow for the purchase of computers or related items on credit cards. Computer purchases should be handled through Purdue's purchasing system by working with Physics Computer Network (PCN) in PHYS 394.
- Complete a **Form 12** with the IO/WBSE and Benefit to the Project listed.
- Obtain PI signature of approval to charge to the account listed on the **Form 12**
OR
Obtain PI authorization to purchase items needed to complete the project(s) on an Account Authorization Form (Approval only needed once)
- Purdue is a Tax Exempt University and a Tax Exemption Form will be made available to you with the checkout card. It is your responsibility to ensure taxes are not charged on a checkout card.
- When returning the credit card (within 24 hours), you will need to provide itemized receipts and/or packing slips to go with the Form 12 you completed.