



TEXAS TECH UNIVERSITY

College of Arts & Sciences™

Department of Chemistry and Biochemistry

PURCHASING REQUISITION FORM

(Please completely and legibly fill out this form. All incomplete forms will be returned.)

Company Name

Date Requested

Contact Name

TechBuy RQ Number (Business Office)

Address

Banner FOP

City, State, and Zip Code

Account Manager Approval

Company Phone Number

Order Submitted By (Please print)

Company Fax Number

\$

Total Amount of Order

Shipping Instructions:

- ☐ Overnight Shipping (Turned in by Noon)
☐ Regular Shipping
☐ Prepay & Add
☐ Shipping Included

Intended Use:

- ☐ Office/Admin ☐ Research
☐ Course or Lab Number: _____
Mandatory for all Course and Lab purchases.

******Is this item RADIOACTIVE? Yes or No******
All Radioactive items will be delivered to EH&S for inspection.

Catalog Number (not chemical CAS #)	Description of Item	Qty	Unit Price	Extended Price
1.				
2.				
3.				
4.				
5.				

***Please completely and legibly fill out this form and return to the Business Office in Room 203 or in the Business Office mailbox in RM 105. All incomplete forms will be returned.
See reverse side for additional ordering space.***

Continuation form....

Catalog Number (not chemical CAS #)	Description of Item	Qty	Unit Price	Extended Price
6.				
7.				
8.				
9.				
10.				
11.				
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