



Center for

# Advanced Microstructures & Devices

6980 Jefferson Highway, Baton Rouge, LA 70806 Main: 225-578-8887 FAX: 225-578-6954

## REQUEST FORM FOR PURCHASES

Purchaser's Name: \_\_\_\_\_

Purchaser's Phone #: \_\_\_\_\_

Purchaser's Initials: \_\_\_\_\_ Supervisor Initials: \_\_\_\_\_

Vendor / Supplier Name: \_\_\_\_\_

Vendor Phone #: \_\_\_\_\_

Vendor Fax # / Web Address: \_\_\_\_\_

**Brief Description of Item / Items to be Purchased: (Catalog #, Item #, Quantity)**

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Cost of Item / Items: \$ \_\_\_\_\_ Shipping Charges: \$ \_\_\_\_\_

Estimated Total Cost with S/H: \$ \_\_\_\_\_

Order needs to be Placed?  YES  NO

Purchase Order #: \_\_\_\_\_

Date Order Placed \_\_\_\_\_

Order Confirmation #: \_\_\_\_\_

Order Placed by (Initials): \_\_\_\_\_

Program / Grant # to be charged: \_\_\_\_\_

Credit Card Used?  YES  NO Initials: \_\_\_\_\_

