

Purchase Request Form

Send to $\underline{cos.financebusiness@ucf.edu}$. See page 2 for full instructions.

*Reque	estor					*Da	ite of Reque	est	
*Depar	rtment/School/Center								
*Ship t	o (street address or building	g name	e)						
*Delive	er to (room number)				*Bene	fit to UCF:			
	ng Source(s):								
					*Purp	ose/Comments to App	rover:		
*Suppl	ier Name								
Supplie	er Website or Phone Numbe	er							
Quote	Number (please attach quo	te)							
□ Yes	□ No *Hazardous Mater	rials?							
□ Yes	□ No *Related to Fabric	ated E	quipmen	ıt/Ass	et Build	?			
	If yes, include the PJ numb If yes, please answer: Add					mont? ¬Vos ¬ No			
	ii yes, piease answer: Add	litions		INO	керіасе	mentr u res u no			
Item	Part #	Qty	Unit			Description/URL		Unit Price	Total Price
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
								TOTAL	
Please	attach additional page(s) if	neede	ed.			6 *			
Budge	t Review if requested					Signatures			
Budget Analyst					 Approver		Date		
	Post Award								
Please add complete worktags below					Chair/Director		Date		

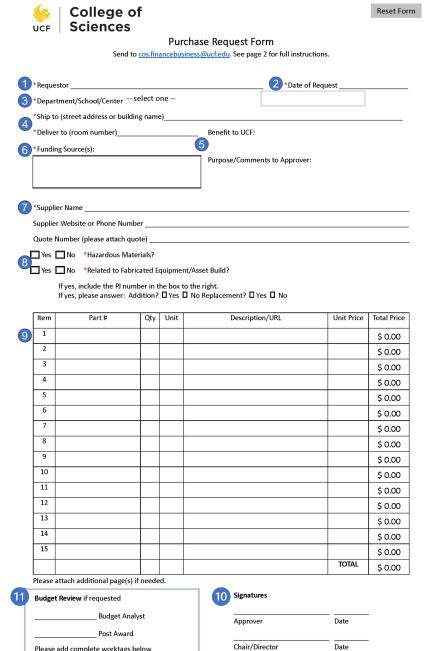
Purchase Request Form Instructions

Completed forms should be emailed to cos.financebusiness@ucf.edu for processing.

Note: Faculty and staff entering Requisitions into Workday are not required to use this form. The Requisition takes the place of this form. Faculty and staff using this form to request reconciliation of their Expense Card purchases must attach a paid receipt or invoice showing \$0 balance.

Students should use this form and upload as an attachment in Workday if submitting their own Requisition.

- 1. Enter your name
- 2. Enter today's date
- 3. Choose your Department, School, or Center from the drop down list. If it is not listed, select "other" and enter your area in the adjacent box.
- 4. Enter the shipping address or building name for delivery and room number. Please do not provide your office number if delivery personnel must pass through locked doors to access your office.
- 5. Enter the Benefit to UCF and Purpose. These are required fields regardless of what funding is being used.
- 6. Enter the funding that will pay for the purchase. Please provide Workday worktags if possible. If you are unsure, please describe the account.
- 7. Enter the supplier's name. Please also include website, quote number, and sales representative contact information if applicable. Attach the quote to the emailed request with the signed form.
- 8. Select whether any items are Hazardous Materials* or part of Fabricated Equipment/Asset Build**.
- 9. Enter at least one item you would like to purchase. The price total will auto calculate. Please specify the unit as well as the quantity, i.e. each, case, dozen, set of 10, etc.
- 10. Please sign if you have spending authority on the account used. If you do not, please obtain the signature before submitting.
 - a. A student should ask their PI or supervisor to sign the form.
 - b. If your area requires Chair or Director approval for purchases, please route to them for approval as well.
- 11. Once the form is received by the COS Finance Budget Business Center it will be routed for budget review if needed. Please leave this area blank.



* Hazardous Materials fall into the Spend Categories below and MUST be purchased via Purchase Order. Expense cards may not be used.

Please add complete worktags below

Spend Category	Spend Category Description			
SC0158 Biochemicals	organic compounds			
SC0159 Biological Agents	Bio cleaner, Bio Guard			

revised 9/22/23

SC0160 Compounds & Mixtures	Chemical Compounds			
SC0161 Elements & Gases	Chemical lab use, Chlorine, Element metals, Krypton, Metals, Nitrogen, Noble Gases,			
	Oxygen, Radon			
SC0162 Ethanol	Ethanol, Alcohol			
SC0163 Explosive Materials	Explosive fuses, Explosive igniters, Explosives, Fireworks, Flares			
SC0164 Indicators/Reagents	Reagents, Agents			
SC0165 Industrial Use Gases	Ammonia CO2 gas, Chlorinated Mixed Gas, Hydrogen Compound, Hydrogen Sulfide,			
	Industrial Air, Industrial Gases			
SC0166 Isotopes-Radioactive	Radioactive Substance, Radioisotope			
SC0507 Propellants	Powder gelled high energy propellants			
SC0508 Select Agents	Agents			
SC0511 Isotopes	Isotope deuterated alpha beta gamma sources			

^{**} Fabricated Equipment (Asset Build): when components are assembled to construct a piece of equipment rather than purchasing a pre-built piece of equipment. These may be funded by grant or non-grant funds. Please contact your Post Award Specialist or Budget Analyst for assistance setting up a new Asset Build. For more information, see

https://www.research.ucf.edu/documents/PDF/2022/Asset%20Build%20Business%20Process%5b51%5d.pdf