FINANCE BUSINESS CENTER
Supporting the College of Engineering and Computer Science & College of Sciences

Purchase Request Form

send to CECSFinancebusiness@ucf.edu or COS.Financebusiness@ucf.edu

Requestor: ________________________________

Department/School/Unit: ____

Special Handling Requirements:

Ship to: ☐ Dept/School/Unit
☐ My lab (Bldg/Rm.) ____________

Delivery Select

Off-campus form needed if you are taking it home.

Purpose and Benefit to UCF*

Funding Source(s):

***The benefit to UCF, when using grant funding, must outline how this purchase is allocable to the grant(s) being used to purchase the goods or services. If not grant funding, then state the specific benefit/ purpose to the university.**

Supplier/Vendor Name: ____________________________________

Supplier Website or Phone Number: ________________________________

Quote Number: ___________________or attach quote

Hazardous Materials: ☐ Yes ☐ No (click here for more info)

Fabricated Equipment/Asset Build: ☐ Yes ☐ No (click here for more info)

If yes, please provide the project number (PJxxxxx): _________

Quote(s) Needed?
$25k or less – no quote
$25k - $75k – two formal quotes
$75k - $150k – three formal quotes
>$150k – formal invitation to bid

Only one company available then visit this website for additional forms.

Item	Part #	Qty	Unit	Description/URL	Unit Price	Total Price
1						0.00
2						0.00
3						0.00
4						0.00
5						0.00
6						0.00
7						0.00
8						0.00
9						0.00
10						0.00
11						0.00
12						0.00
13						0.00
14						0.00
15						0.00

Shipping	
Other Fees	
TOTAL COSTS	0.00

Approvals:

____________________ for Grants, Gifts, Start-up or Overhead
Faculty

_____________________for department/school funds
Chair/Director

Contracts, Agreements, or Terms/Conditions
Please include any contract, agreement, or invoices with terms/conditions. We will submit the document to legal via CobbleStone and obtain the appropriate signatures. ***Most UCF employees are not authorized to sign any of these agreements and can result in an unauthorized procurement action.***

Created: November 25, 2025