

BAE Order Request Form

Please fill out one form per vendor. All equipment requests must be sent to Alex Fogle for infrastructure approval. For contract pricing for Office Depot, please access the OD Browser [here](#).

Requestor's Name:	Date:	PI Signature:
Cardholder's Supervisor Signature (>\$500):	Vendor:	
Justification for requesting to use "Other" Non-SRM Chem/Lab Vendor: (Include Vendor Name)		I am requesting Dept. Funds- Please Justify: Purchase is related to Hatch/ Multi-State

Expense Type	Account #	Internal Order # (if applicable)	Item Description	Catalogue Number	Unit Size	Quantity	Cost Per Unit	Price	What lab will items be used in?
Total:									

Lab Manager's Signature (supplies/chemicals approval):	Notes:
Lab Manager's Signature (lab equipment approval):	
Departmental Funds Signature :	