

Purchase Request in Excess of \$5,000



Vendor Name: _____ Purchase Requisition Number: PR _____
(Supply PR Number if known)

Vendor PEID Number: _____ Employee Contact: _____
(Employee to call with questions about this purchase)

Items to be Purchased: _____

New

Replacement

Addition to _____
Tag number(s) to be added to

Need to be fulfilled:

List and attach other bids:

Reason for bid selection:

If a replacement, what is existing equipment and what is to be done with it?

- a. Tag Number _____
- b. Date Purchased _____
- c. Purchase Cost _____
- d. Disposal Method? _____

Attached disposal of equipment request

If no bids were solicited or recieved, reason why:

Sole Supplier

Other _____