Check one:

☐   General Order

☐   Food/Refreshments Order

UNIVERSITY of **HOUSTON**

Department of Mathematics

Order Request Form

Please email completed form and backup documentation to ap@math.uh.edu or place them in AP mailbox in PGH 651H.

Vendor: _____   Phone/ Website:_____

☐ See attached Quote #_____or attached informal quote totaling $_____

Briefly describe the quoted item: _____

Item #	Description	Qty.	Unit Cost	Total Cost

Purpose and Benefit Statement:

I am provided the receipt directly, I will provide it to the purchaser within three business days. Yes   No
Requested by First and Last Name: _____   Signature:_____   Date:_____
Requestor Email address:_____   PI Name: _____
Delivered to Building _____ Room:_____ within:_____ Days
Cost Center / Commitment Account: _____
PI Approval:_____ Date:_____ Up to dollar amount:_____

If an event order:

☐ Refreshments/Food Purchase for event: _____ Location:_____Date:_____

Special requests: _____

☐ If this purchase is refreshments or food associated to an event, please list the expected number of attendees:

☐ Only UH employees will attend? ☐Yes   ☐No

List your refreshment items and quantity in the matrix above.

NOTE: After the purchase is made, you will be required to submit the list of attendees if there were less than 10 people in attendance.

Office use only: RT #_____☐ FMP Entered with RT # ☐ Check Cost Center
Purchased by: _____ Purchased on date: _____ Conf # _____
Estimated delivery date: _____   Purchased via ☐ Fax   ☐ Phone   ☐ Online
Contact information of sales rep: _____
DBA Approval: _____   ABA Approval: _____