



Purchases exceeding \$50,000 require approval from your unit's senior vice president. Complete this form to request approval for your purchase. If approved, attach to the corresponding eDoc in UAccess Financials. For questions, visit the Significant Purchase Request overview page.

Requester Information

Name: Title:
Email: Phone Number:

Purchase Request Information

This request is for a: [] New Purchase [] Purchase Order Amendment
If new purchase, initiate requisition and provide eDoc number:
If amendment, provide existing Purchase Order number:
Department: Department Number:
Vendor:
Fund Source(s): Sponsored Source? [] Yes [] No

*If funding is split between multiple organizations, please include all necessary individuals' information in the section below to route for approval.

Funding Account(s):

Description of Purchase:

Business Purpose and Additional Notes:

Current SPR Amount: Current FY Amount: Total Purchase Amount:

If this form is submitted as part of a Purchase Order amendment, the Total Purchase Amount should be the pre-amendment total plus the amendment amount. Forms with incorrect amounts will be returned and a new form must be submitted.

Department Approval: (Indicates Review and acknowledgment of purchase request.)

PI/Delegate: Fiscal Officer: Department:

Fiscal Officer will submit to the COS for Next Level Approval

College/Division Dean or Vice President Approval

Name: College/Division:
Signature: Date:
*Name: *College/Division:
*Signature: *Date:

Senior Vice President Approval

Name: College/Division:
Signature: Date:
*Name: *College/Division:
*Signature: *Date: