

**College of Agriculture
Request for Order**

Agriculture Purchasing Form

Updated: January 2020

All items in yellow are to be completed

Department	
Extension County	
Date Requested:	Date Needed:
REQUESTER INFO	
Name:	Name:
Deliver To Name:	Street Address
Building	City, State & Zip
Street Address	Phone #
City, State & Zip	Fax #
Phone #	Payment Method: <small>(Use this box only when vendor requires one type of payment or for specific description to be keyed on an invoice.)</small>
Fax #	
Approved by:	
<i>Authorized approver physical signature, Adobe certified signature or attach email.</i>	
Materials to be used for:	

Please provide a proper business purpose for this purchase.

Quantity	Item Description or web link	Item #	Price / Item	Total
				\$
				\$
				\$
				\$
				\$
				\$
				\$
			Total	\$

Please contact AGIT before ordering any type of computer, printer, Audio/Video Equipment or software to ensure compatibility.

Please email completed form to agpurchasing@purdue.edu

- If using more than 1 account please provide all account #s and % distribution to total 100%
- Contact your Departmental Business Office if unclear on IO/WBSE (i.e. Account #)

Account # to charge		
IO / WBSE #	%	GL #

County Extension Offices Only			
Payment From:	<i>Please indicate below with an X:</i>	<i>Please indicate with an X:</i>	
County Campus Account	_____	Delivery	Pickup*
Billing Accounts	_____	* Pickup is in AGAD on campus	
Grants/Gifts	_____		