



**The Ohio State University – College of the Arts
Purchase Request Form**

INSTRUCTIONS:

1. Complete Section I, II and III. Attach any available detail including vendor quote.
2. Obtain Supervisor Approval and forward to department Delegated Buyer. No purchase may be made or initiated without Delegated Buyer approval.
3. Delegated Buyer will instruct on how to proceed with purchase.

SECTION I: REQUESTOR INFORMATION

Name: _____ Date of Request: _____

SECTION II: VENDOR INFORMATION

Date of Purchase/Event _____ Requested Vendor: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____ Fax Number: _____
 Vendor Contact Name: _____

SECTION III: PURCHASE DESCRIPTION AND DETAIL

Describe Business Purpose for Purchase (Must be Specific):

Item Description	Item Number	Quantity	Price Each	Total

Does This Purchase Involve Alcohol? _____ If Yes, Explanantion for Alcohol Purchase Must Be Submitted on Department Letterhead and Approved by Department Chair

SECTION IV: SUPERVISOR APPROVAL – This is Not Authorization to Purchase & Can Not be Person Named in Section I

Signature: _____ Date: _____

SECTION V: DELEGATED BUYER APPROVAL

Signature: _____ Date: _____

PURCHASE METHOD & CHARTFIELD INFORMATION (for delegated buyer use only)

ProCard	Purchase Order	100W	Payment Request	Other
Organization	Fund	Account	Program	User Defined