



Non-Travel Purchase Request

Name:	
Vendor:	
Amount:	
Funding Source: <small>Grant purchases require the 7-digit project number.</small>	
Items/Services:	
Business Purpose: <small>List specific details.</small>	
If an event: <small>Attendee type - students, employees, guests? Date? Location? Will food be needed?</small>	

All instructional, professional development and grant-related purchases should follow established guidelines and be purchased through BuyWays or with a pcard.

Review Workflow

Dept Funds: Requestor → Dept Chair → Business Manager → Returns to Requestor & Dept Purchasing Contact

Grant Funds: Requestor (or PI) → PI → Post Award Manager → Returns to Requestor & Dept Purchasing Contact

Requestor: _____

Dept Chair or PI: _____

Post Award or Business Manager: _____

Business Unit: _____ Acct: _____ Fund: _____ Dept: _____ Program: _____ Class: _____ Project: _____