



NC STATE UNIVERSITY
PURCHASE REQUEST FORM
Office of Information Technology
Raleigh, NC 27695
Sales Tax Exemption ID #400021

SHIP TO ADDRESS

Unit Manager:

North Carolina State University
Office of Information Technology

Raleigh, North Carolina 27695

BILL TO ADDRESS

BUSINESS SERVICES UNIT

North Carolina State University
Office of Information Technology

Campus Box 7568
Raleigh, North Carolina 27695-7568
(919)

Company		Quote #		Fax #:	
Dated Ordered		Company Contact:		Phone#:	

Item Number	Quantity	Product Description	Unit Price	Extended Price

PLEASE RUSH
 Small Purchase
Shipping/Handling:

Normal Handling
(Under \$5K; Order Info attached)
Subtotal:

Pick Up
 Requisition
Total:

(Over \$5K; Quote attached)

Are we recovering funding? Y/N **If so, attach details for billing purposes**

Funding Source	Project Number	Object Code	Percentage

Comments

Person Placing Order:	Requested by:	Date:
-----------------------	---------------	-------

Manager's Approval: _____ Date: _____ Phone: _____

Director's Approval: _____ Date: _____ Phone: _____