HOW TO COMPLETE A PURCHASE ORDER REQUISITION

Complete the yellow highlighted parts

1. Provide company name, address and/or link offering the item(s)/services needed
2. Provide UROP’s IRT application number in ORG REF ID box
3. Name of student ordering supply
4. Signature of faculty mentor of the project
5. List the campus address you would like the item(s) shipped to or it will default and send item to Calit2 (Note: if the item is not sent to Calit2, please make sure provide in the attn box the full name and room of the individual receiving the item
6. Complete the ordering form with the appropriate information as well as the link and description
7. Name of student ordering should list his/her email in the NOTES section. If there are any special instructions or information which will help facilitate the order, please provide in this section.

Once the form has been completed, please email to Tricia Le at tricial@uci.edu to initiate the ordering process.

SEE ATTACHED SAMPLE
**Vendor Name & Address**

<table>
<thead>
<tr>
<th>KFS ACCOUNT</th>
<th>ORG REF ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company name &amp; address and/or website link - supplies.com</td>
<td>(Calit2 to Complete)</td>
<td>IRT-app#</td>
</tr>
</tbody>
</table>

**Phone:**

**Date Req.:**

**Date Wanted:**

**Fax:**

**Spoke To:**

**Name:** Name of student ordering

**Signature:** Faculty mentor to sign

**Ship To:** WHERE TO SHIP* OR 4100 CALIT2 BLDG

University of California, Irvine

Irvine, CA 92697-2800

Attn.: Alise Adams, Rm 4100 Calit2 (name, room, phone)

**Ship By:**

**Faxed:** Yes

**Low Value P.O.**

**High Value P.O.**

**Blanket P.O.**

**PALCARD**

**Comp/Bookstore**

**Recharge**

**VENDOR TO SHOW OUR ORDER NUMBER ON BOTH INVOICE AND PACKAGES AND MAIL INVOICE TO:**

UNIVERSITY OF CALIFORNIA, IRVINE, ACCOUNTING DEPARTMENT, IRVINE, CALIFORNIA 92697-1050

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Qty.</th>
<th>Unit of Measure</th>
<th>Catalogue#</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
</table>

see example above: provide link + description

**Sub-Total:** $6.99

**Shipping:**

**Sales Tax:** $0.54

**P.O. Total:** $7.53

**NOTES:**

Student email address: Panteater@uci.edu

STEP 1: Student to complete purchase requisition (yellow highlights) & obtain faculty signature

STEP 2: Student to send completed & signed requisition to tricial@uci.edu & Alise will place order

*please include address, department, building, rm# & zot code

**Dept. Approval:**

Financial Manager, Calit2 Suite 4006