

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

**CALIFORNIA INSTITUTE FOR TELECOMMUNICATIONS
AND INFORMATION TECHNOLOGY
UC, IRVINE, CA 92697-2800
PURCHASE ORDER REQUISITION**

UROP IRT
application
number



Vendor Name & Address Company name & address and/or website link - supplies.com	KFS ACCOUNT (Calit2 to Complete)	ORG REF ID IRT-app#	Amount

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

Low Value P.O.# _____ PALCARD

High Value P.O.# _____ Comp/Bookstore

Blanket P.O.# _____ Recharge

Attn.: Alise Adams, Rm 4100 Calit2 Ship By: _____ Faxed: _____ Yes No
 (name, room, phone)

**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**

Item No.	Qty.	Unit of Measure	Catalogue #	Description	Unit Price	Extension
	1	pk		connector	\$6.990	\$6.99
				https://www.walmart.com/ip/Pack-of-10-BM06B-SRSS-TB-LF-SN-Connector-Header-		
				see example above: provide link + description		

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	Sub-Total:	\$6.99
	Shipping:	
	Sales Tax:	\$0.54
	P.O. Total:	\$7.53

Dept. Approval: _____

Financial Manager, Calit2 Suite 4006