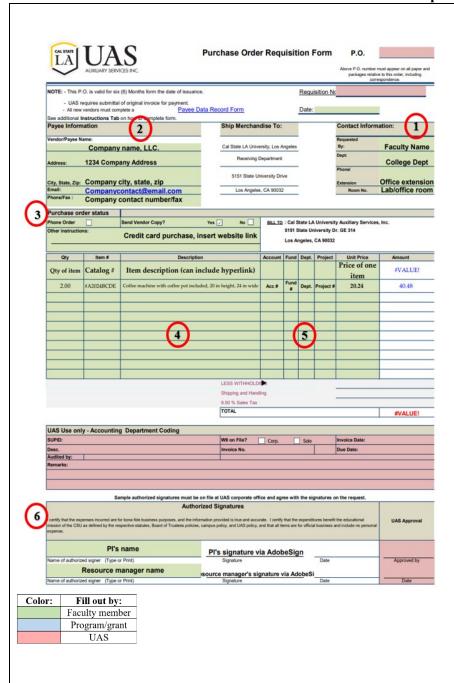
General UAS Purchase Order Requisition Form



Preliminary Information:

• Vendors must have an account with UAS. To ensure the vendor account is in the UAS system, directly contact uasap@calstatela.edu. If there is not an existing account with the vendor, send out a Payee data Form to the vendor and obtain the corresponding information (please note that this may take a while to process).

Get "Account information (Fund, Dept, Project)" from UAS Grant Analyst or if SITI funds from

sikandsiticenter@calstatela.edu.

- Form is automatically routed to uasap@calstatela.edu for UAS processing.
- EHS approval (if purchasing chemicals) or ICT Purchase Approval Request (for IT purchases)

STEPS:

- 1. Fill out the contact information of the person placing the order.
- 2. Fill out Payee Information with the vendor/company information (must have a vendor account with UAS, see preliminary information above)
- 3. Input the "Purchase order status," by preference: either credit card purchase or phone order and insert link to website in "other instructions". Check "yes" for "send vendor copy".
- 4. Input the items to be purchased in each row by listing the quantity of items, the catalog number, the description of the item and the unit price of the item.
- 5. Fill out the grant "Account information (Fund, Dept, Project)."
- 6. At the bottom of the form, add the names of both the PI and the resource manager.
- 6. Attach quote, and EHS approval (if purchasing chemicals).
- 7. Upon submission you will be asked for PI name and email for routing and signature.