

COLUMBIA UNIVERSITY

Chemical Engineering PURCHASE REQUISITION

Requested by	
CU UNI	

VENDOR INFORMATION

Name	Address		
Contact Person	Contact Information (Phone nbr, email, etc.)	Quote Number (if available)	

Method of Shipment		Required on orders over \$2,500	
Ship to Attention of:		\$2,500 to \$10,000	2 written bids
Account Nbr:		Over \$10,00	3 written bids

Comments:	
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PUPIN	QTY	Unit	Part No.	Description	Price	Total
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL						\$ -

** CERTAIN CHEMICALS MUST BE SENT TO PUPIN FOR TRACKING SYSTEM **
PLEASE CONTACT ENVIROMENTAL HEALTH AND SAFETY WITH ANY QUESTIONS

FOR OFFICE USE:

Date Ordered (MM/DD/YY)	Confirmation Nbr.	Final Cost	Back Ordered