



Payment Request Form

For purchase of Goods & Vehicle Rental

Instructions:

1. Before submitting request for purchase of goods please ensure the vendor has product available and can meet your required delivery date.
2. Vendors that accept payment by credit card are highly preferable and will reduce processing delays.
3. Provide all of the required information, product information, rental information, special instructions and required signatures.
4. Attach sales quote, online shopping cart, product specifications, or other detailed information as necessary.
5. Submit completed and signed form, plus any attachments, to the Department of Civil Engineering.
6. After payment request is submitted order confirmation and shipping information will be forwarded to the provided email address.

Required Information:

Name: _____ <small style="display: inline-block; width: 40%; text-align: center;">First</small> <small style="display: inline-block; width: 40%; text-align: center;">Last</small>	Email: _____
Today's Date: _____	Date Needed By: _____
Index to Charge: _____	
Business Purpose (What is the benefit to UNM?): _____ _____ _____	

Product Information:

Vendor Name or Website link to product: _____		
Quantity	Item Description, Catalog Number, Model Number, Part Number, etc. (use an additional form as needed)	Unit Cost

Vehicle Rental from Enterprise Rent-A-Car:

Vehicle Type: _____ <small style="display: inline-block; width: 80%; text-align: center;">Economy, Full Size, SUV, etc.</small>	Pick Up: _____ <small style="display: inline-block; width: 40%; text-align: center;">Date</small> <small style="display: inline-block; width: 40%; text-align: center;">Time</small>	Return: _____ <small style="display: inline-block; width: 40%; text-align: center;">Date</small> <small style="display: inline-block; width: 40%; text-align: center;">Time</small>
Driver's Age: _____	Driver's License #: _____	Phone #: _____
Preferred Enterprise Rent-A-Car Location for Vehicle Pick Up: _____		
If applicable, explain the need for a vehicle class other than economy: _____ _____		

Required Signatures:

_____ Supervisor Printed Name	_____ Supervisor Signature <small>(Not required for purchases by UNM faculty)</small>
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