1. Received: _____

2. Reviewed: _____

PURCHASE

Preapproval required. Please Read Instructions.

3. Approved: _____

4. Assigned: _____

Section 1:

Name:	**Project Index #:**
UNM Email:	**Today's Date:**

Section 2:

Business Purpose: Please Answer **ALL 5Ws**

Section 3:

Vendor Name:

Quantity	Item Description, Catalog Number, Model Number, Part Number, etc.	Unit Cost

Section 4:

Rental Vehicles Are Only Available To UNM Employees

Enterprise Rent-A-Car Location for Vehicle Pick-Up:

_____

Pick-Up: _____ Date _____ Time

Return: _____ Date _____ Time

Driver's Age: _____

Vehicle Type: _____ Economy, Pickup, Minivan, etc.

Driver's Phone #: _____

Section 5:

Supervisor's Printed Name_____**Supervisor's Signature**_____

Purchase Form Instructions

1. Preapproval is required for all purchases and is obtained by completing this form.
2. Before submitting request for purchase please ensure the vendor has product available and can meet your required delivery date.
3. Vendors that accept payment by credit card are preferable and will reduce processing delays.
4. Submit completed & signed form, plus any attachments, to the GM CCEE Department at cea@unm.edu

Section 1:

1. Enter your name, UNM email address, and today's date.
2. Enter the appropriate index number(s). If you do not know this number, please ask your supervisor.

Section 2:

1. Enter a clear business purpose describing the need for the expense and how it will benefit UNM.

Section 3:

1. Enter the name of the vendor you are purchasing from.
2. Indicate the quantity, specific item description, and cost per unit.
3. You may use additional forms as needed to list all of your requested items.
4. Attach sales quotes, shopping carts, or product specifications as necessary to clearly identify the specificproducts or services being purchased.

Section 4:

1. UNM employees only, including undergraduate and graduate student employees, staff, and faculty, complete this section to request a rental vehicle from Enterprise. Justification is required for vehicle types other than compact/economy and for rentals that exceed the cost of airfare to the destination.

Section 5:

1. Purchase requests require supervisor approval. Students and research assistants must obtain signature approval prior to submitting the request to the department. If a signature cannot be obtained, an acceptable substitute is to attach an email indicating your supervisor's approval and referencing the index number, business purpose, and estimated dollar amount.

Business Purpose must include the 5W's:

Who:
When:
Where:
What:
Why: Detailed business purpose including name of project and why purchase is needed.

Revised 10/21/2025 VA