

1. Received: _____
2. Reviewed: _____
3. Payment: _____

PURCHASE

4. Approved: _____
5. Assigned: _____
6. Scanned: _____

Please Read Instructions on Back

Section 1:

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

Section 2:

Business Purpose: _____

Section 3:

Vendor Name: _____

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

Section 4:

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 #: _____	
License #: _____	Country: _____	State: _____

Section 5:

_____	_____
Supervisor's Printed Name	Supervisor's Signature

Form Instructions

1. Every departmental purchase requires completion and approval of 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 highly preferable and will reduce processing delays.
4. Submit completed and signed form, plus any attachments, to the Department of Civil Engineering.

Section 1:

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

Section 2:

1. Enter a 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, item information, 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 specific products or services being purchased.

Section 4:

1. 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.