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Request For Purchase: \_\_\_\_\_  
Date: \_\_\_\_\_  
Vendor: \_\_\_\_\_  
Vendor URL: \_\_\_\_\_  
Address: \_\_\_\_\_  
City,State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Quote #: \_\_\_\_\_  
Representative: \_\_\_\_\_

FOR OFFICE USE ONLY

Purchase Order #

Requisition #

Pcard

Catalog #	Description	Quant	Unit Size	Unit Price	Total	RCVD
Business Purpose:				HANDLING		
				TOTAL		

Shipping Information:

Overnight: \_\_\_\_\_  
2nd Day Air: \_\_\_\_\_  
Regular: \_\_\_\_\_

Backorder Information:

Accept: \_\_\_\_\_  
Refuse: \_\_\_\_\_

Index #: \_\_\_\_\_  
Faculty: \_\_\_\_\_  
Requester: \_\_\_\_\_

Confirmation #: \_\_\_\_\_  
Ordered by: \_\_\_\_\_  
Date ordered: \_\_\_\_\_