

COLLEGE OF SCIENCE & ENGINEERING

Goods/Services Requisition Worksheet

Local Purchase (NB)	Framework (FO)	State Auto (SA)	State Non-Auto (ST)
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Date:	Fund (10 digits) :
Vendor Name: Vendor Number:	Cost Center # (10 digits): or Internal Order #
Street Address:	Desired Delivery Date:
City: State/Zip:	Requestor Name: Location: Phone & E-mail:
Phone# :	<i>By signing below, Account Manager confirms purchase is for official university business and acknowledges fiscal responsibility, per UPPS 03.01.09. & applicable funding source rules.</i> Account Manager Signature:

E-mail Address (to submit orders):

Short Text (Brief description of item being ordered)	Catalog or Item #	Quantity (# of items ordered)	Unit (ea., lbs., ozs., etc.)	Valuation (\$ per Unit)	Total

Date entered:	Entered by:	SAP Reqstn. #	TOTAL ORDER
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ROUTING: Send completed Worksheet form to College of Science Purchasing Office, E-mail: science-purchaser@txstate.edu, or a signed copy sent to CENT 203. Keep 1 copy for departmental files. Allow minimum of two (2) business days for data entry to be completed. Please, inquire first via SAP on-line using ME5A to determine whether entry has been completed, searching by the requestor's user id. After inquiring on-line, if you still have questions, contact Science Purchasing Office at 245-2262 or 245-4600.