



IUP Research Institute Purchasing Request Form

Download this PDF form and send the completed form to ri-postaward@iup.edu for processing.

Date:

Project Log Number

PI Name:

Phone #:

Email

The IUP Research Institute Purchasing Agent will contact you within 48 (business) hours after receiving your completed form. Please plan accordingly when submitting your request.

Justification for Item(s) Needed:

Do you have an official quote?

If yes, please email the quote to the Purchasing Agent along with this completed form.

Item

Quantity

Vendor/ URL to Website

Shipping Address:

Attention to:

If your item is a laptop or computer, did you get prior approval from the IT Department?

If yes, please attach it to your email to the Purchasing Agent.

Under Uniform Guidance, we are required to make purchases from Small Businesses and Minority-Owned businesses when feasible and reasonable. Please check this box to show that you completed this step and list the businesses that were explored:

Additional Information/Notes for Purchasing Agent: