

Chemical & Biochemical Engineering Purchase Request Form

Instructions: Please fill out the form below. All boxes in red are required. Email completed form and supporting documentation to chemical-engineering@uiowa.edu.

Name Phone Number Request Date

Vendor Information

Vendor Name

Website (or link to product)

Payment Information

Account Description/Title (Please ask your advisor for the account to charge)

Justification (What are you purchasing, how will it be used, what project will it support?)

Items to be Purchased (Fill in information below, or attach your own spreadsheet with all required information)

Quantity	Unit of Measure	Item #	Item Description	Refrigerate? yes / no	Keep Frozen? yes / no	Unit Price	Ext. Price
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TOTAL