



Standard Purchasing Order Request Form

Requestor: _____ Date of Request: _____ Phone: _____

Project Name & Fund Number**: _____ PI Signature**: _____

Business Purpose**: _____

Vendor Name / Website	Item / Part #	Description / Link	Qty.	Unit Price	Total Price
Shipping/Handling Charges					
TOTAL					

- The University of Alabama is TAX EXEMPT – SALES TAX # 6300 00080
- All purchase requests and related correspondence need to be sent to cceepurchasing@ua.edu
- **Attach quote, if applicable**

Ship To: Requestor’s Name
CCEE Department (Box 870205)
251 Shelby Lane, NERC 1050
Tuscaloosa, AL 35487

Bill To: Purchasing Department
CCEE Department (Box 870205)
245 7th Ave, 3047 HM Comer Hall
Tuscaloosa, AL 35487

Purchaser Signature (upon completion): _____

Vendor Name / Website	Item / Part #	Description / Link	Qty.	Unit Price	Total Price
Shipping/Handling Charges					
TOTAL					