

Environmental Health and Safety

Campus Storeroom

Requisition and Billing Form

- If TOTAL is \$1,000 to \$3,999.00 the end user is required to have one (1) quote– and MUST include any shipping/freight charges.
- If TOTAL is \$4,000 to \$24,999, it will be bid by the purchasing office (or Shared Services) and approved by OPM (Office of Procurement Management)
 - If a sole source is necessary, MUST provide digitally SIGNED to EHS.Storeroom@sdsmt.edu

Signing this form authorizes the Storeroom to bill the following index code for items purchased, plus freight and processing fees

<u>Name of Requestor:</u>	<u>Date:</u>
<u>Department & Contact Information of Requestor:</u> <small>(Please provide e-mail address or phone number.)</small>	<u>Signature of Person Responsible for Index Code:</u> <small>(Signature allows purchase to be directly placed on index code provided)</small>
<u>Vendor:</u>	<u>Index Code:</u>
<u>Vendor Address:</u>	<u>Vendor Phone & Fax Number:</u>
<u>Shipping Selection: <i>Check one (if nothing checked - will assume Standard/Ground)</i></u> <small>(faster shipping selection may reflect higher shipping cost)</small> <input type="checkbox"/> Standard/Ground <input type="checkbox"/> 2-Day <input type="checkbox"/> Overnight Person Responsible Initials _____	
<u>Inventory Control questions</u>	<u>Inventory Control Questions</u>
<u>Building & Room (for deliveries:</u>	<u>Where in the Room (for deliveries):</u>
<u>Does this contain Temp. Controlled items?</u>	<u>If needed where is your temperature controlled storage?</u>

Qty	Size	Catalog #	Description of Item	Unit Price	Total
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$

Additional Lines on Back

Sub-Total	\$
Shipping/Handling	\$
Total	\$

