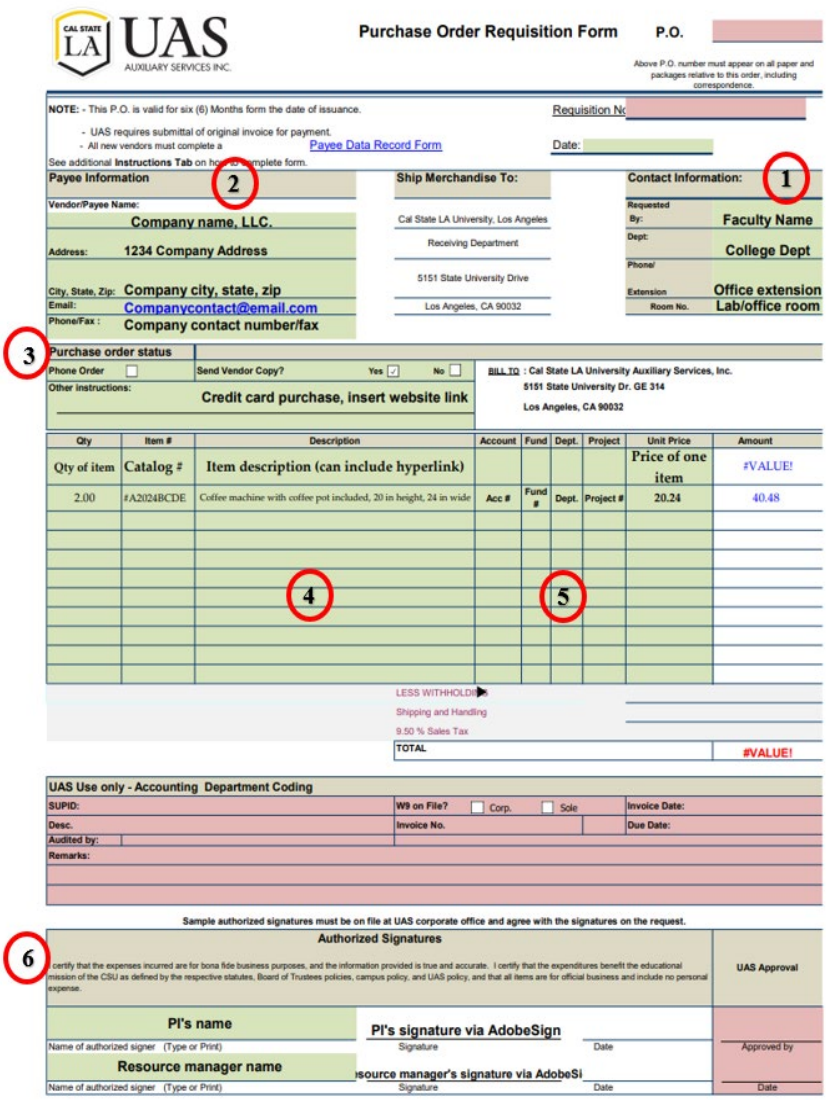
General UAS Purchase Order Requisition Form



Color:	Fill out by:
	Faculty member
	Program/grant
	UAS

Preliminary Information:

- Vendors must have an account with UAS. To ensure the vendor account is in the UAS system, directly contact uasap@calstatela.edu. If there is not an existing account with the vendor, send out a Payee data Form to the vendor and obtain the corresponding information (**please note that this may take a while to process**).
  Get "Account information (Fund, Dept, Project)" from UAS Grant Analyst or if SITI funds from sikandsiticenter@calstatela.edu.
- Form is automatically routed to uasap@calstatela.edu for UAS processing.
- EHS approval (if purchasing chemicals) or ICT Purchase Approval Request (for IT purchases)

STEPS:

1. Fill out the contact information of the person placing the order.
2. Fill out Payee Information with the vendor/company information (must have a vendor account with UAS, see preliminary information above)
3. Input the "Purchase order status," by preference: either credit card purchase or phone order and insert link to website in "other instructions". Check "yes" for "send vendor copy".
4. Input the items to be purchased in each row by listing the quantity of items, the catalog number, the description of the item and the unit price of the item.
5. Fill out the grant "Account information (Fund, Dept, Project)."
6. At the bottom of the form, add the names of both the PI and the resource manager.
6. Attach quote, and EHS approval (if purchasing chemicals).
7. Upon submission you will be asked for PI name and email for routing and signature.