TEXAS STATE UNIVERSITY

COLLEGE OF SCIENCE & ENGINEERING

Goods/Services Requisition Worksheet

☐ Local Purchase (NB)	☐ Framework (FO)	☐ State Auto (SA)	☐ State Non-Auto (ST)

Date:	**Fund** (10 digits) :
Vendor Name: **Vendor Number:**	**Cost Center #** (10 digits): **or Internal Order #**
Street Address:	**Desired Delivery Date**: ◯ ON ◉ BY
City: **State/Zip:**	**Requestor Name:** **Location:** **Phone & E-mail:** SCI3
Phone# :	*By signing below, Account Manager confirms purchase is for official university business and acknowledges fiscal responsibility, per UPPS 03.01.09. & applicable funding source rules.* **Account Manager Signature**:
E-mail Address (to submit orders):	

Short Text (Brief description of item being ordered)	**Catalog or Item #**	**Quantity** (# of items ordered)	**Unit** (ea., lbs., ozs., etc.)	**Valuation** ($) per Unit	**Total**
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
Date entered:	**Entered by:**	**SAP Reqstn. #**		**TOTAL ORDER**	$ 0.00

ROUTING: Send completed Worksheet form to College of Science Purchasing Office, E-mail: **science-purchaser@txstate.edu**, or a signed copy sent to CENT 203. Keep 1 copy for departmental files. Allow minimum of two (2) business days for data entry to be completed. Please, inquire first via SAP on-line using ME5A to determine whether entry has been completed, searching by the requestor's user id. After inquiring on-line, if you still have questions, contact Science Purchasing Office at 245-2262 or 245-4600.