

Date: \_\_\_\_\_ Supplier Name: \_\_\_\_\_ Business Purpose: \_\_\_\_\_  
 Requestor: \_\_\_\_\_ Shipping Address: \_\_\_\_\_  
 Department/Program: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ Chartstring: \_\_\_\_\_

**GOODS** (Equipment, Supplies, Books, On-site Catering, etc.)

QUANTITY	UNIT	ITEM DESCRIPTION	CATALOG #	PRICE/UNIT	AMOUNT

See back page for additional lines

GRAND TOTAL: \$ \_\_\_\_\_

SUPPORTING DOCUMENTS FOR GOODS

- \$1 - \$9,999 One (1) Proposal, Quote or Invoice     
  \$10,000 - \$249,999 Two (2) Proposals, Quotes or Invoices     
  \$250,000 + At least Three (3) Proposals, Quotes or Invoices  
 Certificate of Insurance (COI) if installation on CU premises     
  Catering Contract and/or CU Amendment

**SERVICES** (Consultants, Contract Services, etc.)

SERVICE DESCRIPTION	AMOUNT	START DATE	END DATE	QUOTE NUMBER	QUOTE DATE

SUPPORTING DOCUMENTS FOR SERVICES

- \$1 - \$24,999 One (1) Proposal, Quote or Invoice     
  \$25,000 + Two (2) or more Proposals, Quotes or Invoices     
  Photography Rider (Photographers/Videographers)  
 Scope of Work (SOW)     
  CV/Resume or Company Brochure     
  Certificate of Insurance (COI)  
 Independent Contractor Certification (for Individuals)     
  Service Provider Agreement (if applicable)

