



Caltech

PURCHASE REQUISITION

California Institute of Technology

Please mail completed form to Procurement Services,
M/C 103-6. Questions? Call x8900

Date		Requisition No.	
Change Order No.		Department Name	
Department Code		Purchase Order No.	
<input type="checkbox"/> Reimbursement to Caltech Employee or Student		Date Stamp	
<input type="checkbox"/> Blanket PO Change Order/Modification			

Supplier Name		Federal Tax ID/ Social Security Number		
Address (see note below)		City	State	Zip
Phone	Fax	Supplier Contact		

Note for employees/students: Paper checks will be mailed to the employee/student address on file in Human Resources. Employee/student addresses can be updated via access.caltech. Select My Personal Information → Addresses and Phones.

Tax Reporting/Withholding Information:

Are you using the above Supplier to provide services and/or to make payment for rents for the first time? Yes No

If yes, please complete the *Tax Reporting/Withholding Information* section on the Purchase Requisition Addendum.

Screening Certification:

Does this requisition include a single item of equipment \$10,000.00 or over, which is partially or wholly Federally funded? Yes No

If yes, please complete the *Screening Certification* section on the Purchase Requisition Addendum.

Disposition of Check:

U.S. Mail - Special Instructions (Attachments, Fed Ex, etc): _____

Direct Deposit

Project	Task	Award	% or \$	Expenditure Type

The equipment/supplies/services being purchased are needed to accomplish research/teaching objectives, consistent with the requirements of the POETA(s) listed on this requisition.

Part Number	Item Description <small>(for additional space, use a Purchase Requisition Addendum form)</small>	QTY	UOM	Item Price	Line Total
1.					0.00
2.					0.00
3.					0.00
4.					0.00
5.					0.00
				Order Total \$	0.00

Orders over \$10,000 (including tax) require a Non-Competitive Justification Form. Please refer to the following web site:
<http://procurement.caltech.edu/purchasing/purchasingforms.shtml>

Note to Buyer: _____ Need by Date: _____

Preparer (Please Print)	Phone	Mail Code	E-Mail
Requestor (Please Print)	Phone	Mail Code	E-Mail
Approver (Please Print)	Phone	Mail Code	Approver Signature & Date