PURCHASE REQUISITION ADDENDUM

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.	
☐ Reimbursement to Caltech Employee or Student ☐ Blanket PO Change Order/Modification		Date Stamp	

Tax Reporting/Withholding Information

See Purchase Requisition Definitions/Instructions

Is Supplier a U.S. Citizen/ Resident Alien? ☐ Yes ☐ No Is Supplier a Caltech Student or Employee? ☐ Yes ☐ No

Do you expect to pay Supplier more than $1,500 during this calendar year? ☐ Yes ☐ No

If Supplier is providing services, where will the services be performed? ☐ Outside the U.S. ☐ Inside the U.S. ☐ Inside California

Is Payee a California resident? ☐ Yes ☐ No

Screening Certification

See Purchase Requisition Definitions/Instructions

Certificate of non-availability (Equipment $10,000 and above). This is to certify that no like equipment was found to be available for use upon sceening in accordance with the Institute *Purchasing Services Policies and Procedures Manual*.

Signature *Date*

Additional Information

Any information necessary to complete a Purchase Requisition form may be included below

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	Item Description	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