

**PURCHASE REQUEST**  
**WSU Department of Entomology**

Date Order Placed : \_\_\_\_\_

Today's Date: \_\_\_\_\_  
 Date Needed: \_\_\_\_\_

Dept Req No.:	_____
Dept Order No.:	K
Purch Order No.:	F
EDR No.:	_____
<i>Department Use Only</i>	

**Vendor Information**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

Purchaser:
Phone Number:
E-mail Address:
Budget To Be Charged:

Reason For Purchase: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dept Approval: \_\_\_\_\_

Item No.	Catalog Number	Description (must include catalog page number for special orders from Central Stores)	Qty	Unit	Price	Total	Rec'd
1.							
2.							
3.							
4.							
5.							
6.							
					Subtotal:		
					Tax:		
					Shipping:		
					Total: \$		