

# UCCS Psychology Department - Purchase Request Form

Please provide all the information required below and return to department purchaser, David DuBois (ddubois@uccs.edu) or Nancy Taylor (ntaylor@uccs.edu), in advance of purchase. Purchases made with contract, gift, or grant funds must have additional documentation explaining how the purchase complies with the donor or sponsor's budget and project goals. Incomplete forms will be returned to the requestor for more details.

Purchases must be made with approved university purchasing processes (e.g., procurement card, purchase order, standing purchase order, etc.). **Going to any store or business and purchasing an item or service and then asking for reimbursement IS NOT an approved university purchasing method.** There are some exceptions to this rule, so check with David DuBois or Nancy Taylor to make sure your purchase is allowable before taking action. Any alcohol, food, or meal purchase is considered a sensitive purchase and may require pre-approval and additional documentation.

**Requestor's Name:**  **Date:**

**Items to be Purchased:**  
*Item descriptions, product/model numbers, ISBN numbers, and/or web links are helpful.*

**Business Purpose:**  
*A brief description of how the purchase benefits the University must be included.*

**If gift/grant Purchase:**  
*Explain how the purchase fits within the requirements of the sponsor's budget and project goals.*

**Other Comments:**

<b>Funding:</b> <i>Attach emails that give approval to use speedtype if you are not the fund manager. If exact amount is not known, put the maximum amount from speedtype(s) allowed to be spent for this purchase.</i>	<b>Speedtype Number</b>	<b>Amount</b>	<b>Fund Manager Approval</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
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