

College of Science BSC

Procurement Request Form

Use this form to request procurement of items and/or services. If requesting a purchase order from a Rowdy Exchange Punch-out catalog, please provide the cart number and who it is assigned to. All sections with (*) asterisk must be fill out.

*Requestor name:

*Department:

*Email:

*Requested method to purchase:

*Location for purchase to be delivered:

*Vendor:

*Vendor email:

*Online purchase please provide link:

*Cost Center/Project ID to charge expense (use split % if applies):

Attach a quote or list of items with quantities and description to be ordered to the email along with this form.

Notes/Remarks:

Submit request to:

MMI, NDRB, Neurosciences Institute, STCEID: cosbsc1@utsa.edu

Dean, Chemistry, CIDD, COS SSC, CRTS, Math, Physics & Astronomy: cosbsc2@utsa.edu

CAMEE, Computer Science, EPS, Integrative Biology: cosbsc3@utsa.edu

Remember to attach receipts and/or supporting documentation