UCLA Department of Materials Science and Engineering

Purchase Order Form

	ACCOUNT	CC	FUND	PROJECT	SUB	OBJECT	SOURCE

Please submit all completed forms, along with a quote, including the required authorization signature and full FAU (Fund, Account, and Cost Center), through the MSE Student Request Form.

Requestor's Name:_____ E-mail: _____

PI: _____ Date: _____

Vendor:	Bill To:	Ship To:
Name: _____ Address:_____ Contact Person:_____ **EMAIL**: _____ Phone:_____ Fax:_____	UCLA/ Accounts Payable 10920 Wilshire Blvd., Suite 500 Los Angeles, CA 90024	UCLA/ MSE Department 420 Westwood Plaza 3111 Engineering V Los Angeles, CA 90024 ATTN (PI Name):_____ LAB# _____

NOTE: If purchasing chemicals, please include the CAS number next to each applicable line item under the Chemical/CAS# column, along with the Unit of Measure (UOM) and quantity being purchased. Ex: of UOM include bottle, gram, kilogram, milliliter, and liter.

Chemical?/ CAS#	Quantity/ Unit	Catalog No.	Description	Unit Price	Price
FOR MSE USE ONLY				**Subtotal**	
Processed By:		**PAC ORDER #**		**Sales Tax**	
				Total	

_____ Date: _____

Authorized Signature (Faculty or PI)