

UNIVERSITY of WASHINGTON | BOTHELL

REQUEST FOR PURCHASE

Complete form to initiate a purchase order through **Workday Blanket Request** or **Goods and Services - Non-Catalog**. Submit completed form to [UWB FAS Service Request Form](#) along with:

- Email approval from authorized individual/budget authority
- Current quote from desired supplier
- Contract (if applicable; **note**: *UW Academic departments, regardless of employees' title, do **not** have the delegated authority to sign any documents related to the purchase of goods and services*)
- Data Processing Agreement (DPA) (if applicable – see [UW Privacy Office DPA Resources](#))
- [Sole source](#) documentation (if applicable – purchases \$10k-\$100k that are not informally bid)

Date of Request:

Target Completion Date:

Renewal?

For renewal: provide PO No.:

Desired contract start date:

Expiration Date (if known):

Requestor Information:

Name:

Title:

Email:

Phone:

Unit Name:

Deliver-To Address:

Supplier/Vendor Information:

Company Name:

Company Address:

Contact Name:

Email:

Phone:

Fax:

Is the desired vendor a [diverse supplier](#)?

Is the desired vendor registered with UW as a Supplier?

- If no, does the desired vendor accept UW Procard for payment:

Does desired vendor have an [existing contract with UW](#)?

Worktags: Cost Center, Resource, Balancing Unit, Function, Fund; Gift, Program (if any)

Worktags:

Spend Category:

Business purpose and brief description of items/services (attach quote), include dollar amount:

Subtotal: _____
Sales Tax (10.1%): _____
TOTAL: _____

Comments: