

## REQUEST FOR PURCHASE

Complete form to initiate a procurement review; submit completed form through [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](#))
- [Sole source](#) documentation (if applicable – purchases \$10k-\$100k that are not informally bid)

**Date of Request:**

**Desired Contract Start Date:**

**Renewal?**

**Contract End Date:**

**For renewal, provide prior PO No.:**

**How do you plan to make the purchase:** Workday Requisition\*, SIR\*, MP (formerly P2I), or UW Procard (credit card)?

*\*For Workday Requisition and SIR: Vendor must be registered in Workday or be onboarded into Workday*

### Requestor Information:

Name:

Title:

Email:

Unit/Dept Name:

### Supplier/Vendor Information:

Company Name:

Company Address:

Contact Name:

Title:

Email:

Phone:

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

Is the desired vendor registered with UW as a Supplier in Workday?

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

### Budget Information:

Worktags:

[Spend Category](#):

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

Subtotal: \_\_\_\_\_

Sales Tax: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**Comments:**