

LHS* TECH ORDER FORM

Downloaded Software:

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 Purchasing Specialist, CRM
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ORDERING INFORMATION:

Order Request Date:	Date Ordered:	Tag #:	FY:
Requester of Goods:		Contact Email or Phone:	
Person Receiving Goods:		Dept:	
Computer Platform: MAC PC	Operating System:		
Business Reason for Purchase:			

CHART OF ACCOUNTS: (If paying on multiple funds, please attach a separate sheet with additional funding information.)

Account	Fund	Department	Prg	Chartfield 1	Chartfield 2

I. SOFTWARE PURCHASING:

Vendor	Version	Software Type	Qty	Unit Price	Software Subtotal
Subtotal I					

II. TONER PURCHASING:

Vendor	Brand	Toner Serial #	Qty	Unit Price	Toner Subtotal
Subtotal II					

III. PURCHASING:

Vendor	Items	Quantity	Unit Price	Shipping/Handling	Purchasing Subtotal
Subtotal III					

Additional Comments:

Order Subtotal	
Sales Tax (8.75%)	
S/H	
TOTAL	

IV. APPROVALS:

PRINT

SIGNATURE

Dept Authorized Approver		Signature Approval		Date	
Financial Analyst		Signature Approval		Date	
Purchasing Specialist	Ezequiel Gonzalez	Cardholder Signature		Date	
Director Of CRM	Florencia Ramos	Signature Approval		Date	
If Charging a Contract & Grant, Identify Line Item on Budget:					

The above signers hereby authorize the purchase of the specified item(s) by the Center for Technology Innovation for the quoted price, with reasonable additions for tax and shipping if applicable. The signers also agree that the estimated price of the specified item(s) in this quote may change at the time of purchase.