P&A Internal Order Form for Goods & Services

Date: _____
*Version: May 2021

Name: _____
Email: _____
Phone: _____

Vendor: _____
Phone/Fax: _____
Prices confirmed with/quote # :_____
Website/E-mail:_____

Check one: Equipment ☐ Consumable ☐
Replacement Part: Yes ☐ No ☐
UNM Tag / Assembly No. _____
Location (Required) _____

Additional Requirements for Purchase Type:

Non-dell computer: Attach UNM non-standard computer form

Computer parts: Include model, serial, and UNM tag number for computer parts will be used for_____

Purchase requiring login to personal account(such as conference registration): Include username/password, or indicate time to meet in person to make purchase_____

Shipping Preference: ☐ FedEx ☐ UPS ☐ Pick-Up ☐ Overnight ☐ 2nd Day ☐ Ground

If any requested item(s) is back-ordered: (check one)

☐ Order item anyway and notify me afterwards
☐ Notify me first before purchasing item(s).

Qty	Part #	Description	Item cost	Total
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
Sub Total				$0.00
Shipping Costs				

Total w/shipping

Index	Acct. Code	Amount

←If splitting indexes, indicate index to use for additional shipping charges

(for office use only)
___ Odrive
___ Index
___ Scan
___ Email Ntfctn
___ Invoice Rcvd
___ Odrive Updated
___ Index Updated
___ Packing Slip Rcvd
___ Reallocated -
___ Reconciled

Purchase Orders:

(Federal grants: always attach 3 quotes)
Services >$5,000 (SPQ required)
Goods $10,000-$20,000 (attach a quote)
Goods $20,000-$60,000 (attach 3 quotes)
Goods >$60,000 (must be competitively solicited for 30 days, include Sole Source if applicable)

Pcard orders:

Services < $5,000
Goods < $10,000 (attach a quote)

Authorized Signature: _____

Description of items:_____

Business Purpose*:_____

* Please describe **HOW** the purchase will benefit UNM and **WHY** it is being requested*