PROJECT CENTER - PROCURESU PURCHASE REQUEST FORM

Student Name & Student ID #: _____ **Dept/Team #:** _____

Faculty Advisor Signature: _____ **Date:** _____

Faculty Advisor Printed Name: _____ **Approved by Project Center Staff:** _____

INSTRUCTIONS:

1. Complete this **ProcureSU purchase form** listing all items needed. Attach item image, item number, short description, and price and any special instructions; please be as specific as you can. ***For faster finding of the items being purchased*** , please email web links of the items to Jorge Vargas at **vargasjorge@seattleu.edu**

2. Email the ProcureSU purchase form plus any supporting documentation to Jorge Vargas preferably 2 weeks before the items are needed or plan accordingly for shipping time.

3. In case of returns and exchanges: please contact Jorge Vargas immediately.

Description of Item(s)	Item Number	Website, Name of Vendor, or Phone Number to Order	Quantity	Cost (Including Tax & Shipping Cost, if available)
			TOTAL:	**$**

Notes: