

## ME 463 Purchase Requester

Your Name: \_\_\_\_\_

Team Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Your email: \_\_\_\_\_

Your Cell phone number: \_\_\_\_\_

Instructors Name: \_\_\_\_\_ Class Time: \_\_\_\_\_

Delivery Location for items ordered

Building Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

This form has to be filled out completely by the 1 person selected to be the Business Office contact for the group. Bring the completed form (in person) to the ME business office, Room 2051. It needs to be hand delivered because the business office staff will be giving you a packet of purchasing forms and other purchasing instructions.

**No order** will be accepted by any group until they have a Purchase Requester registered with the Business office.