



Purchase Request
Department of Sociology

University of Washington
 223J Condon Hall, Box 353340

Requestor Name _____ Date _____

Budget Number _____

Budget Name _____

Vendor Name _____

Vendor Address _____

City _____ State _____ Zip Code _____

Vendor Phone/Fax/Email _____

<u>Item Description</u>	<u>Quantity</u>	<u>Price/Item</u>	<u>Subtotal</u>

Justification of Purchase (for grant, see the federal Cost Accounting Standards)

Office Use
 Order Date _____ PO Number _____ ProCard Transaction # _____