

Department of Biostatistics

Requested By:

Date:

Vendor:
 Web Site:
 Phone:

Project Name:
 Funding Source:
 PI Signature:

IT Manager Approval and Date:

IT Manager approval required for ALL IT requests

Please submit any quotes or necessary back up with this requisition.

Item#	Source/Description	Quantity	Unit Price	Amount
			Grand Total	

Comments:

Any request using department funds requires: 1) written justification for the purchase, 2) an explanation why grant funds or PI IDCs cannot be used for the purchase, and 3) approval by Dr. Qiu

Fiscal Approval and Date:

Department Approval:

Internal Use Only

Order Completed:	
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