

Sample Purchase Request Form

PURCHASE REQUEST FORM

(LACC Rev. 1/07)

(Rev. 9/02)

{Note: If using a non-contract vendor, please forward at least three (3) quotes (if the requisition is \$5,000 or more) & any detailed descriptions to your respective purchasing group.}



Fund G/L Account

Account Approval: Fund / Program Object Code WBS / Cost Center

If using multiple account assignments, indicate in "Description" area below for each line item (by quantity or percent).

Fiscal Yr: **2008/09**

* Account #: **10100 642300 C5450A**

If purchasing equipment, please check the appropriate box:

New Equipment Equipment Replacement

Vendor: **GST**
 SAP Vendor # (if known): **1002412**
 Address: **2929E. Imperial Hwy. Ste. 170.**
 City: **Brea**
 State: **CA** Zip: **92821**
 Contact Person: **James Gonzalez**
 Phone #: **714 768-0757** Fax #: **714-572-8022**
 Contract # (if applicable): _____

Date: **November 20, 2008**
 Requestor: **Reginald Brady**
 Department: **International Student Services**
 Phone #: **323-953-4000 X 2470**
 Approval: _____
 Vice President and/or Authorized Designee

Material Number (catalog items only)	Description	Qty.	Unit	Price	Extension
UF276E	Install 1 Point of Sale solution service	1	ea	\$134.00	\$134.00
DTM9919-MAX	Promo HP L1506 Smart Buy Monitor + HP Silver Flat Panel Speaker Bar	1	ea	\$194.00	\$194.00
EY 024AA	HP Cash Drawer	1	ea	\$165.00	\$165.00
EY023AA	HP USB Receipt Printer	1	ea	\$296.00	\$296.00
EY026AA	HP USB Mini Magnetic Strip Reader	1	ea	\$60.00	\$60.00
	HP rp5000 Point of Sale System	1	ea	\$1,309.00	\$1,309.00
U7897E	\$-Year 9X5 Next Business Day On-Site Coverage, desktop only (electronic) (for 3-year warranty selection only)	1	ea	\$74.00	\$74.00
EY025AA#ABA	HP USB POS Keyboard	1	ea	\$131.00	\$131.00

For additional items, continue on the next page.

FOR OFFICE USE ONLY:

SAP Doc. #: _____

Notes: _____

If required at your location, all computer-related items must be approved before purchasing.

Approval: _____

Sr. Computer & Network Support Specialist or Authorized Designee

Subtotal	\$2,363.00
Tax	\$194.95
Ewaste Fee	
Freight	
TOTAL	\$2,557.95