

# Mechanical Engineering Order Form

## Please Fill Form Out Completely

Please submit all online carts, invoices, quotes and links to [MEBusiness@uky.edu](mailto:MEBusiness@uky.edu).

Vendor/Reimbursee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Vendor/Reimbursee Address: \_\_\_\_\_ Requested by: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Student ID# If reimbursed: \_\_\_\_\_  
 Vendor/Reimbursee Phone #: \_\_\_\_\_ Your Phone #: \_\_\_\_\_  
 Vendor Website: \_\_\_\_\_ e-mail \_\_\_\_\_  
 Vendor Contact Person: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Vendor Quote #: \_\_\_\_\_

**Authorizing Signature:** \_\_\_\_\_ **Chair Signature:** \_\_\_\_\_

\*required for orders of \$5,000 or more\*

Part #	Description	QTY	Unit	Price	Total Amount

Please add any links to page 2

Subtotal \_\_\_\_\_  
 Shipping \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

Description of Purchase - indicate lab supplies, books, Computer Software, memory for computer

Is this purchase being charged to a grant ending within the next 90 days? If so, please provide a justification explaining the reason you are requesting this purchase near the end of the grant.

Justification of Purchase - list the project/class items will be used for and how the items will be used

NOTE: Purchases on grant accounts require justification in relation to the grant's objectives

Delivery: \_\_\_ Next day \_\_\_ 2 day \_\_\_ Ground \_\_\_ Free \_\_\_ Other (specify) \_\_\_\_\_

**Submit online carts, invoices, quotes and links electronically.**

If you have questions, contact the ME Business Office at [MEBusiness@uky.edu](mailto:MEBusiness@uky.edu) or by phone 218-0638.

This purchase is authorized in accordance with the established approval authority, in compliance with University policies and procedures, allowable within the grant/contract budgets and/or the account being charged, recorded in the correct account, g/l, and cost object, and recorded in the correct accounting period.

**ME Business Office Authorizing Signature:** \_\_\_\_\_

Additional space for links to requested items