

P&A Internal Order Form for Goods & Services

Date: _____

*Version: May 2021

Name: _____
 Email: _____
 Phone: _____

Vendor: _____

Phone/Fax: _____

Prices confirmed with/quote # : _____

Website/E-mail: _____

Check one: Equipment Consumable
 Replacement Part: Yes No
 UNM Tag / Assembly No. _____
 Location (Required) _____

Additional Requirements for Purchase Type:

Non-dell computer: Attach UNM non-standard computer form

Computer parts: Include model, serial, and UNM tag number for computer parts will be used for _____

Purchase requiring login to personal account(such as conference registration): Include username/password, or indicate time to meet in person to make purchase _____

Shipping FedEx Overnight
 Preference: UPS 2nd Day
 Pick-Up Ground

If any requested item(s) is back-ordered: (check one)

Order item anyway and notify me afterwards

Notify me first before purchasing item(s).

Qty	Part #	Description	Item cost	Total
Sub Total				
Shipping Costs				

Index	Acct. Code	Amount

Total w/shipping

←If splitting indexes, indicate index to use for additional shipping charges

- (for office use only)

 - Odrive
 - Index
 - Scan
 - Email Ntfctn
 - Invoice Rcvd
 - Odrive Updated
 - Index Updated
 - Packing Slip Rcvd
 - Reallocated -
 - Reconciled

Purchase Orders: **Pcard orders:**
(Federal grants: always attach 3 quotes) *Services < \$5,000*
Services > \$5,000 (SPQ required) *Goods < \$10,000 (attach a quote)*
Goods \$10,000-\$20,000 (attach a quote)
Goods \$20,000-\$60,000 (attach 3 quotes)
Goods > \$60,000 (must be competitively solicited for 30 days, include Sole Source if applicable)

Authorized Signature: _____

Description of items: _____

Business Purpose*: _____

* Please describe HOW the purchase will benefit UNM and WHY it is being requested*