



Kinesiology

UW-Madison

Purchase Request Form

Submitted By: _____ Phone: _____ Submitted For: _____

Date Submitted: _____ Date Needed: _____ Deliver To: _____
(Room #) _____ (Bldg) _____

General Undergraduate Program Graduate Program OT Program Research Other _____

Vendor: _____ Vendor Website Link: _____

Address: _____

City, State, Zip: _____

Vendor Contact First & Last Name: _____

Vendor Contact's Phone: _____

ITEMS REQUESTED: Quantity code| EA- each, PK- pack, BX- box, X- other please describe in ADDITIONAL NOTES section below

| Quantity | Catalog # | Full Description/Product Link | Unit Price | Total Price |
|----------|-----------|-------------------------------|------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

FUNDING Account (if known): _____

Approved: _____ Date: _____
Program Coordinator/Principal Investigator

_____ Date: _____
Chairperson

****You may review requester responsibilities and helpful policy information on the next page****

Check before requesting – Those requesting purchases to be made on UW funds should check the following:

- **Contracted vendors:** Use the Purchasing Services [contract vendor page](#) to identify contracted vendors and negotiated discount pricing. Purchases from non-contracted vendors may require additional justification.
- **Shop@UW:** Whenever possible, purchase items from UW-Madison's contracted vendors via Shop@UW. Check the online supplier catalogues for the item(s) needed prior to using the purchasing card with a non-contracted vendor. Using Shop@UW guarantees contract pricing and tax exemption. More information can be found at [Shop@UW](#)
- **Vendor's eligibility to do business with UW-Madison:** A vendor's eligibility to do business with UW-Madison is contingent upon its compliance with state statutes. A number of vendors have been deemed ineligible by the State of Wisconsin because they are not compliant with our state tax laws or affirmative action employment requirements. The cardholder must not conduct business with vendors on either of the [ineligible vendor lists](#).
- **Ask whether the vendor offers educational or governmental rates or discounts.**

After purchase –

- **Supporting Documentation.** Supporting documentation (e.g., vendor receipt) is required for every purchasing card transaction, regardless of the dollar amount.
 - ❖ **If you are the only one that received it, please provide me with the following:**
 - Invoice (a packing slip is acceptable if no invoice is available and the cardholder includes a hand-written itemization)
 - Confirmation screenshot or email
 - Itemized cash register receipt
 - Registration form with pricing detail
 - Service agreement with pricing detail
- **NOTE: Returning or requesting a refund for goods or services:** When returning an item or requesting a credit for services bought with the purchasing card, the cardholder should request that the credit be issued to the card used for the purchase. Cardholders may not accept a refund in cash or in-store credit to be used for another purchase. Since no new authorization is required, credits may be posted to closed purchasing card accounts. University funds may not pay for return fees.

Request 1st processed:

For Purchaser Use Only

Purchase Information:

Vendor:

CHECKED?:

pdf excel

| | | |
|----------------|-------------------|--|
| Item 1: | Delivered: | Return request (if applicable): |
|----------------|-------------------|--|

Request progress notes:

sent: refunded:

Supporting Materials:

Receipt/Invoice Proof of approval (if necessary)

Packaging Slip Proof of return (if necessary)

Supporting Doc
File Location:

| | | |
|----------------|-------------------|--|
| Item 2: | Delivered: | Return request (if applicable): |
|----------------|-------------------|--|

Request progress notes:

sent: refunded:

Supporting Materials:

Receipt/Invoice Proof of approval (if necessary)

Packaging Slip Proof of return (if necessary)

Supporting Doc
File Location:

| | | |
|----------------|-------------------|--|
| Item 3: | Delivered: | Return request (if applicable): |
|----------------|-------------------|--|

Request progress notes:

sent: refunded:

Supporting Materials:

Receipt/Invoice Proof of approval (if necessary)

Packaging Slip Proof of return (if necessary)

Supporting Doc
File Location:

| | | |
|----------------|-------------------|--|
| Item 4: | Delivered: | Return request (if applicable): |
|----------------|-------------------|--|

Request progress notes:

sent: refunded:

Supporting Materials:

Receipt/Invoice Proof of approval (if necessary)

Packaging Slip Proof of return (if necessary)

Supporting Doc
File Location:

| | | |
|----------------|-------------------|--|
| Item 5: | Delivered: | Return request (if applicable): |
|----------------|-------------------|--|

Request progress notes:

sent: refunded:

Supporting Materials:

Receipt/Invoice Proof of approval (if necessary)

Packaging Slip Proof of return (if necessary)

Supporting Doc
File Location:

Business Purpose:

Funding String(s):

Checked?:

UW-Madison Purchasing Policies found here: <https://businessservices.wisc.edu/policies-and-procedures/>

(Purchasing Cards section)

[Purchasing Google Doc](#)