Clear Form

# UNIVERSITY OF HOUSTON

## DEPARTMENT OF CIVIL & ENVIRONMENTAL ENGINEERING

## PURCHASE VOUCHER / ORDER REQUEST

Request for Purchase Voucher(PI places order with company) # _____
(Orders up to $2,999.99: Return form to Maite's mailbox)

Request for Purchase Order (UH Purchasing Department places order)
(Orders of $3,000.00 and above: Return to Maite's mailbox)

Name : _____ Phone : _____

Date : _____ E-mail : _____

| Item # | Item Description | Qty | Unit | Unit Price | Total Cost |
|---|---|---|---|---|---|
| | | **1.0** | | | |
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| | | | | **Estimated Total Cost :** | |

Purpose / Benefit : _____

_____

Speed Type # : _____
and
Project ID # : _____

Signatures

Requested by : _____

Approved by : _____

Vendor's Name : _____
Address : _____
City, State, ZIP : _____
Phone # : _____
Fax # : _____
Contact Name : _____

**IMPORTANT NOTES:**

- Not providing all the information requested will delay the process of your purchase request.
- Please inform vendors to ship complete orders to: _____
- Please inform vendors to ship one invoice for each order.
- Invoices should be mailed to **Maria T (Maite) Trasancos, 4726 Calhoun N107 Engr. Bldg. 1 Houston, TX 77204-4003.**
- Please ask that order confirmation be faxed to 713-743-4260 Attn: Maria T (Maite) Trasancos or e-mailed to mttrasan@central.uh.edu

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