

**UNIVERSITY OF HOUSTON**  
**DEPARTMENT OF CIVIL & ENVIRONMENTAL ENGINEERING**

**PURCHASE VOUCHER / ORDER REQUEST**

Request for Purchase Voucher(PI places order with company) # \_\_\_\_\_  
(OOrders up to \$14,999.99 (state/local) and \$9,999.99 (federal))

Request for Purchase Order (UH Purchasing Department places  
order) (Orders of \$15,000.00+ (state/local) and \$10,000.00+ (federal))

Name : \_\_\_\_\_ Phone : \_\_\_\_\_

Date : \_\_\_\_\_ E-mail : \_\_\_\_\_

Item #	Item Description	Qty	Unit	Unit Price	Total Cost
<b>Estimated Total Cost :</b>					

Purpose / Benefit : \_\_\_\_\_  
\_\_\_\_\_

Speed Type # : _____	Vendor's Name : _____
and	Address : _____
Project ID # : _____	City, State, ZIP : _____
Signatures	
Requested by : _____	Phone # : _____
	Fax # : _____
Approved by : _____	Contact Name : _____

**IMPORTANT NOTES:**

- Not providing all the information requested will delay the process of your purchase request.
- Attention to:
- Shipping/Billing address: **4226 Martin Luther King Blvd**  
**N107 Engineering Building 1**  
**Houston, TX 77204-4003**
- Please ask that invoices and order confirmation be e-mailed to [civebizops@uh.edu](mailto:civebizops@uh.edu)
- Payment Terms: NET30
- Shipping Terms: FOB - Destination Prepay & Add