

Ag Purchasing use ONLY

PO/ Ticket #: _____

Credit Card (Last 4): _____

Agriculture Purchasing Form

Department		Extension County/Area	
Date Requested:		Date Needed:	
Shipping Information		Vendor or Payee Information	
Deliver To Name		Name:	
Building		Street Address	
Street Address		City, State & Zip	
City, State & Zip		Phone #	
Phone #		Fax #	
Send Email Confirmations To			

Approved by:	
<i>Authorized Approver Signature or Attach Approval Email</i>	

Materials to be used for:	
---------------------------	--

Quantity	Item Description	Item #	Price / Item	Total
			Total	

Please include product links in email body, not on this form

Please contact AGIT before ordering any type of computer, printer, Audio/Video Equipment or software to ensure compatibility.

Please email completed form to agpurchasing@purdue.edu using the following format as a subject line:

DEPT/VENDOR/REQUESTOR NAME or for extension **EXT/COUNTY NAME/VENDOR/REQUESTOR NAME**

- If using more than 1 account please provide all account #s and % distribution to total 100%
- Contact your Departmental Business Office if unclear on IO/WBSE (i.e. Account #)

Account # to charge		
GL #	IO / WBSE #	%

Percentage Total **MUST EQUAL 100%**:

County Extension Offices Only		
Payment From:	Delivery	Pickup*
Billing Accounts	* Pick up is in AGAD on campus	
Grants/Gifts	Category - for Financial Ledger	
Education Fund	Tag - for Financial Ledger	