NORTHEASTERN UNIVERSITY MATHEMATICS DEPARTMENT
PURCHASE REQUEST PROCESSING FORM

Name: _____________________  Date Request Submitted: _______________________

Email address (if we have additional questions): ________________________________

Where to charge?
PLEASE DESIGNATE THE APPROPRIATE ACCOUNT IN THE SPACE(S) BELOW.

☐ DISCRETIONARY ACCT: Name of Professor_______________________________

☐ GRANT ACCOUNT: Name of PI _________________________________________

Specify which Account, If PI has multiple accounts: _________________________

☐ DEPARTMENT ACCOUNTS:

Please Specify Purpose of Purchase:________________________________________

ANY SPECIAL NOTES? ________________________________________________

PLEASE ENTER INFORMATION BELOW, OR ATTACH INFORMATION TO THIS FORM.
SUBMIT ALL PAPER REQUESTS TO THE REIMBURSEMENTS/PURCHASE REQUESTS
MAILBOX IN THE MATHEMATICS OFFICE. ALTERNATIVELY, THE PURCHASE
INFORMATION CAN BE EMAILED TO finances@math.northwestern.edu.

DETAILS OF PURCHASE:

Item(s) Needed: __________________________________________________________

______________________________________________________________________

Preferred/Suggested Vendor: _____________________________________________

Part Number/SKU/Model Number (if applicable): ___________________________

______________________________________________________________________

Quantity Needed: _______________________________________________________  

Price (if known): ________________________________________________________

Date Needed: _________________________

Last update: 3/2/10