

Steward Observatory Requisition Form

Date	
Document Number	
Purchase Order Number	

Ordered by
Tech Contact
Admin Contact
PI APPROVAL

	Vendor # 1
Name	
Address	City, State
Contact	
Phone	Fax

Is this purchase tax exempt?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Issue New A-tag/D-tag?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Part of existing tag?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

	Vendor # 2
Name	
Address	City, State
Contact	
Phone	Fax

Business Purpose:

	Vendor # 3
Name	
Address	City, State
Contact	
Phone	Fax

Account	Unit	Obj Code	Amount

Line #	UofM	Unit Price	Item	Amount
1				

Line #	UofM	Unit Price	Item	Amount
2				

Line #	UofM	Unit Price	Item	Amount
3				

Line #	UofM	Unit Price	Item	Amount
4				

Export Control Questions	
1. Is the purchase for an export controlled project (one with a TCP)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Is the purchased item export controlled?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK
<i>If answering "yes" to 1 or 2 please answer questions 3 through 6. If answer to 1 is "no" and 2 is "yes" or if 2 is "unk" also consult with the department Export Control Liaison.</i>	
3. Will the purchased item be shipped or taken outside the U.S.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Does the equipment/hardware have obvious military or space capability?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Is this a laser, sensor, infrared camera, or high performance computer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. If yes to any questions 2 through 5, list ECCN/ITAR Number	_____

Estimated Total	
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