

# REQUEST FORM

Req.#: \_\_\_\_\_

TO: **Shannon Palmquist/Purchasing** Date: \_\_\_\_\_  
**CTR C1800 / 512-232-3118**

FROM: Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Section: \_\_\_\_\_ **CENTER FOR TRANSPORTATION RESEARCH** \_\_\_\_\_

## TYPE OF REQUEST

Supplies  
Equipment  
Services  
Printing  
Telecommunications  
Catering  
Reimbursement

## DESCRIPTION

Name of Vendor:  
Phone #                      Contact Name:  
Item Description:  
  
Model # & Brand:  
How Many?  
Date Needed:  
Estimated Cost: \$  
Express Delivery?  
Proposed Use:

Attach approval letter or email from Project Director if between \$500 - \$999  
Attach approval letter from RTI TxDOT if equipment purchase is \$1,000 or more.

\_\_\_\_\_  
**Project # or Acct #**

\_\_\_\_\_  
**Date**

**APPROVED: John Ermis/Diane Higginbotham/Supervisor    UT CREDIT CARD PURCHASE**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name on Credit Card**

**APPROVED: Purchasing**

\_\_\_\_\_  
**Account(s) Used**

\_\_\_\_\_  
**Object Code**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date Completed**

Date Order Placed

Email Confirmation Sent