**Before submitting this document, please obtain approval from Account Supervisor/PI.**

**APPROVED:** ☐  
Check here if URGENT: ☐

**DELIVER BY (Date needed):** Click or tap to enter a date.

**DELIVER TO (choose one):**
- ☐ Skaggs Building (0207)  ☐ Phoenix Campus  
- ☐ Drachman Pulido Building (0202)

**VENDOR INFO**

**JUSTIFICATION/UA Business Purpose (Required on ALL Orders):**

For information regarding appropriate UA Business Purpose, visit: https://financialservices.arizona.edu/accounting/business-purpose

**BILLING INFO**

**ADDITIONAL/SPECIAL INSTRUCTIONS**

(Split billing % if more than 2, multi-address, trade-in, etc.)

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>CATALOG #</th>
<th>DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2…</td>
<td>ea., case, bag, etc.</td>
<td>$0.00</td>
<td></td>
<td>Description of Item or exact web site link.</td>
<td>$ -</td>
</tr>
</tbody>
</table>

*Please use additional sheet if needed

Please email this request to Cheryl Moore cherylmoore@arizona.edu (Tucson Campus) or Karina Cabrera klcabrera@pharmacy.arizona.edu (Phoenix Campus)
To request office, lab, and other supplies for PPS:

1. Fill out the Purchase Form. To ensure that your order is correctly processed in a timely manner, the form should be filled out completely and sent via email.

2. As soon as it is known that supplies will be needed for an event, class, workshop, etc., submit the Purchase Form allowing time for back orders and supply chain issues. If the order is "Urgent", please mark it in the provided space on the form.

3. Be sure the Account Supervisor/ P.I. is aware of and approves of purchase.

4. Justification/Business Purpose must be detailed Per Arizona Constitution, Article 9, Section 7 regarding public funds. UArizona Business Purpose Guide An order with an Insufficient Business purpose will be returned for modification.

5. There is a space for any additional/special instructions for the order.

6. A UArizona account number is necessary for order payment. This should be a 7 digit # and if there is a sub account, that should also be included. (Example: 0000000-D1905)

7. If a catalog or item # is not available, please provide the link to the exact item being requested.

8. Send completed order form to Cheryl Moore cherylmoore@arizona.edu (Tucson Campus) or Karina Cabrera klcabrera@pharmacy.arizona.edu (Phoenix Campus)

9. Be sure to include any Quotes, Trade-in information, or necessary paperwork with your request.

Where to place the form:

R. Ken Coit College of Pharmacy Documents | R. K. Coit College of Pharmacy (arizona.edu)
Under “Miscellaneous”