

Project Name:

PROJECT TEAM NUMBER:

# Purchase Requisition

## THIS IS NOT A PURCHASE ORDER

Use one form like this for each vendor you wish to make a purchase from. Please verify that parts you order are not already available in one of our labs! If you have questions, ask your coordinator, Ken Snyder (EE), Dave Hathaway (ME), or Jeff Marshall (ISE).

Vendor Company:	Grainger	Ship to Company:	
Vendor Contact:		Ship to Contact:	
Vendor Address:		Ship to Address:	
Vendor City/State/Zip:		Ship to City/State/Zip:	
Vendor Phone:	1-888-361-8649	Ship to Phone:	
Vendor Fax:		Ship to Fax:	

### Item Summary

### Date Needed:

Item	Qty	Vendor P/N	Detailed Description of Each Line Item	Unit Price	Extended Price
1	2	VPLS-208	Mounted Bearing for 1/2" Diameter shaft	42.40	\$84.80
2					
3					
4					

Subtotal Direct Line Items	\$84.80
Shipping and Handling	\$0.00
Sales Tax Amount	<b>NO TAX ALLOWED!</b>
Grand Total for this Purchase Requisition	\$84.80

Requested by: (Student Requestor)	Mark Bacon	Date:	03/02/08
Reviewed by: (Student Purchasing Agent)	Allen Luccitti	Date:	3/18/08
Reviewed by: (Faculty Mentor, Coordinator, or Facilities Manager)		Date:	
Approved by:		Date:	

Office Notes: **Insert email address for the team purchasing agent here**

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Vendor Company:	McMaster Carr??	Ship to Company:	
Vendor Contact:		Ship to Contact:	
Vendor Address:	P.O. Box 94930	Ship to Address:	
Vendor City/State/Zip:	Cleveland OH 44141-4930	Ship to City/State/Zip:	
Vendor Phone:	(330) 995-5500	Ship to Phone:	
Vendor Fax:	(330) 995-5855	Ship to Fax:	

### Item Summary

### Date Needed:

Item	Qty	Vendor P/N	Detailed Description of Each Line Item	Unit Price	Extended Price
1	1	8581K46	Cast Acrylic 4" OD x 2" thick (qty2 4" OD x .63" thick needed)	33.58	33.58
2	2	8560K381	Cast Acrylic 1.25" x 12" x 12" (qty2 1.1" x 7" x 7" needed)	52.36	104.72
3	2	8560K265	Cast Acrylic .5" x 12" x 12" (qty2 .4" x 7" x 7" needed)	28.96	57.82
4					
5					
6					
7					
8					

Subtotal Direct Line Items	196.12
Shipping and Handling	\$0.00
Sales Tax Amount	<b>NO TAX ALLOWED!</b>
Grand Total for this Purchase Requisition	196.12

Requested by: (Student Requestor)	Mark Bacon	Date:	3/19/08
Reviewed by: (Student Purchasing Agent)		Date:	
Reviewed by: (Faculty Mentor, Coordinator, or Facilities Manager)		Date:	
Approved by:		Date:	

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Vendor Company:	Home Depot	Ship to Company:	
Vendor Contact:		Ship to Contact:	P08453
Vendor Address:		Ship to Address:	
Vendor City/State/Zip:		Ship to City/State/Zip:	
Vendor Phone:		Ship to Phone:	
Vendor Fax:		Ship to Fax:	

### Item Summary

### Date Needed:

Item	Qty	Vendor P/N	Detailed Description of Each Line Item	Unit Price	Extended Price
1	1		Medium duty 25 ft extension cord	14.21	\$14.21
2					
3					
4					

Subtotal Direct Line Items	\$14.21
Shipping and Handling	\$
Sales Tax Amount	<b>NO TAX ALLOWED!</b>
<b>Grand Total for this Purchase Requisition</b>	<b>\$14.21</b>

Requested by: (Student Requestor)	Allen Luccitti (Purchased on personal card)	Date: 4/19/08
Reviewed by: (Student Purchasing Agent)		Date:
Reviewed by: (Faculty Mentor, Coordinator, or Facilities Manager)		Date:
Approved by:		Date:

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Vendor Company:	McMaster Carr	Ship to Company:	
Vendor Contact:		Ship to Contact:	P08453
Vendor Address:		Ship to Address:	
Vendor City/State/Zip:		Ship to City/State/Zip:	
Vendor Phone:		Ship to Phone:	
Vendor Fax:		Ship to Fax:	

### Item Summary

### Date Needed:

Item	Qty	Vendor P/N	Detailed Description of Each Line Item	Unit Price	Extended Price
1	10	9616K13	EPDM O-Ring Cord Stock 1/8" Fractional Width, .139" Actual Width	0.38	3.80
2					
3					
4					

Subtotal Direct Line Items	\$3.80
Shipping and Handling	\$
Sales Tax Amount	<b>NO TAX ALLOWED!</b>
Grand Total for this Purchase Requisition	\$3.80

Requested by: (Student Requestor)	Allen Luccitti ajl4430@rit.edu	Date:	4/11/08
Reviewed by: (Student Purchasing Agent)		Date:	
Reviewed by: (Faculty Mentor, Coordinator, or Facilities Manager)		Date:	
Approved by:		Date:	

Office Notes: **Insert email address for the team purchasing agent here**

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**Purchase Requisition****THIS IS NOT A PURCHASE ORDER**

Use one form like this for each vendor you wish to make a purchase from. Please verify that parts you order are not already available in one of our labs! If you have questions, ask your coordinator, Ken Snyder (EE), Dave Hathaway (ME), or Jeff Marshall (ISE).

Vendor Company:	Johnson Controls	Ship to Company:	
Vendor Contact:		Ship to Contact:	Project: P08453
Vendor Address:		Ship to Address:	
Vendor City/State/Zip:		Ship to City/State/Zip:	
Vendor Phone:	1-800-482-2778	Ship to Phone:	
Vendor Fax:		Ship to Fax:	

**Item Summary****Date Needed:**

Item	Qty	Vendor P/N	Detailed Description of Each Line Item	Unit Price	Extended Price
1	1	VG7241LT +423GGA	Control valve $\frac{3}{4}$ inch, with normally open actuator	\$430.00	\$430.00
2					
3					
4					

Subtotal Direct Line Items	\$430.00
Shipping and Handling	\$10.00
Sales Tax Amount	<b>NO TAX ALLOWED!</b>
Grand Total for this Purchase Requisition	\$440.00

Requested by: (Student Requestor)	Allen Luccitti ajl4430@rit.edu	Date:	3/30/2008
Reviewed by: (Student Purchasing Agent)		Date:	
Reviewed by: (Faculty Mentor, Coordinator, or Facilities Manager)		Date:	
Approved by:		Date:	

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Use one form like this for each vendor you wish to make a purchase from. Please verify that parts you order are not already available in one of our labs! If you have questions, ask your coordinator, Ken Snyder (EE), Dave Hathaway (ME), or Jeff Marshall (ISE).

Vendor Company:	SMC Metal	Ship to Company:	
Vendor Contact:	Mark Langley	Ship to Contact:	
Vendor Address:	95 Mt read BLVD	Ship to Address:	
Vendor City/State/Zip:	Rochester NY	Ship to City/State/Zip:	
Vendor Phone:	585 414-3663	Ship to Phone:	
Vendor Fax:	585 328-8246	Ship to Fax:	

<b>Item Summary</b>	<b>Date Needed:</b>
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Item	Qty	Vendor P/N	Detailed Description of Each Line Item	Unit Price	Extended Price
1	1		Aluminum 1" x 10" x 48" (1/4" x 20" x 8" needed)	\$200	200
3	1		Aluminum 2.5" x 6" x 5" (2.5" x 5" x 4" needed)	\$31	31
7	1		304 Stainless Steel 5" *5" OD x 1/2" thick (4" OD x .45" needed)	\$26	\$26
8	1		303 Stainless Steel Rod .5" OD x 6" long	\$10	10

Subtotal Direct Line Items	\$267
Shipping and Handling	\$0.00
Sales Tax Amount	<b>NO TAX ALLOWED!</b>
Grand Total for this Purchase Requisition	\$267.00

Requested by: (Student Requestor)	Steve Sedensky	Date: 3/19/08
Reviewed by: (Student Purchasing Agent)		Date:
Reviewed by: (Faculty Mentor, Coordinator, or Facilities Manager)		Date:
Approved by:		Date:

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Vendor Company:	SMC Metal	Ship to Company:	
Vendor Contact:	Mark Langley	Ship to Contact:	P08453
Vendor Address:	95 Mt read BLVD	Ship to Address:	
Vendor City/State/Zip:	Rochester NY	Ship to City/State/Zip:	
Vendor Phone:	585 414-3663	Ship to Phone:	
Vendor Fax:	585 328-8246	Ship to Fax:	

### Item Summary

### Date Needed:

Item	Qty	Vendor P/N	Detailed Description of Each Line Item	Unit Price	Extended Price
1	1	Quote # 1489	Aluminum 8" x 8" x 2.5"	\$110	110

Subtotal Direct Line Items	\$110
Shipping and Handling	\$0.00
Sales Tax Amount	<b>NO TAX ALLOWED!</b>
Grand Total for this Purchase Requisition	\$110

Requested by: (Student Requestor)	Steve Sedensky	Date:	4/11/08
Reviewed by: (Student Purchasing Agent)	_____	Date:	
Reviewed by: (Faculty Mentor, Coordinator, or Facilities Manager)	_____	Date:	
Approved by:	_____	Date:	

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Vendor Company:	McMaster Carr	Ship to Company:	
Vendor Contact:		Ship to Contact:	
Vendor Address:	P.O. Box 94930	Ship to Address:	
Vendor City/State/Zip:	Cleveland OH 44141-4930	Ship to City/State/Zip:	
Vendor Phone:	(330) 995-5500	Ship to Phone:	
Vendor Fax:	(330) 995-5855	Ship to Fax:	

**Item Summary****Date Needed:**

Item	Qty	Vendor P/N	Detailed Description of Each Line Item	Unit Price	Extended Price
1	1	9281K144	Rotary Shaft Seal (1/2" Diameter shaft)	7.13	7.13
2	1	6208K14	Flexible Shaft Coupling (1/2" to 5/8")	30.40	30.40
3	1	97325A171	Dowel Pins $\frac{1}{4}$ " x $\frac{1}{2}$ " long. (pack of 10)	9.62	9.62
4					

Subtotal Direct Line Items				\$47.15	
Shipping and Handling				\$0.00	
Sales Tax Amount				<b>NO TAX ALLOWED!</b>	
Grand Total for this Purchase Requisition				\$47.15	

Requested by: (Student Requestor)	Mark Bacon	Date:	3/02/08
Reviewed by: (Student Purchasing Agent)	Allen Luccitti	Date:	3/18/08
Reviewed by: (Faculty Mentor, Coordinator, or Facilities Manager)		Date:	
Approved by:		Date:	

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Vendor Company:	McMaster Carr	Ship to Company:	
Vendor Contact:		Ship to Contact:	Project: P08453
Vendor Address:	P.O. Box 94930	Ship to Address:	
Vendor City/State/Zip:	Cleveland OH 44141-4930	Ship to City/State/Zip:	
Vendor Phone:	(330) 995-5500	Ship to Phone:	
Vendor Fax:	(330) 995-5855	Ship to Fax:	

**Item Summary****Date Needed:**

Item	Qty	Vendor P/N	Detailed Description of Each Line Item	Unit Price	Extended Price
1	1	22041T43	Steel cart 48" x 24"	\$315.77	\$315.77
2	1	8583T41	Computer cart	\$272.37	\$272.37
3					
4					

Subtotal Direct Line Items	\$588.14
Shipping and Handling	\$90.00
Sales Tax Amount	<b>NO TAX ALLOWED!</b>
Grand Total for this Purchase Requisition	\$678.14

Requested by: (Student Requestor)	Allen Luccitti ajl4430@rit.edu	Date:	3/30/2008
Reviewed by: (Student Purchasing Agent)		Date:	
Reviewed by: (Faculty Mentor, Coordinator, or Facilities Manager)		Date:	
Approved by:		Date:	

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Vendor Company:	Plastic Mart	Ship to Company:	
Vendor Contact:		Ship to Contact:	P08453 Allen Luccitti
Vendor Address:		Ship to Address:	
Vendor City/State/Zip:		Ship to City/State/Zip:	
Vendor Phone:	866-310-2556	Ship to Phone:	
Vendor Fax:		Ship to Fax:	

### Item Summary

### Date Needed:

Item	Qty	Vendor P/N	Detailed Description of Each Line Item	Unit Price	Extended Price
1	1	sp0016-MM	16 gallon utility tank	74.99	74.99

Subtotal Direct Line Items	\$74.99
Shipping and Handling	\$0.00
Sales Tax Amount	<b>NO TAX ALLOWED!</b>
Grand Total for this Purchase Requisition	74.99

Requested by: (Student Requestor)	Steve Sedensky	Date:	3/28/08
Reviewed by: (Student Purchasing Agent)	_____	Date:	
Reviewed by: (Faculty Mentor, Coordinator, or Facilities Manager)	_____	Date:	
Approved by:	_____	Date:	

Office Notes: **Insert email address for the team purchasing agent here**

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Vendor Company:	Ridout Plastics	Ship to Company:	
Vendor Contact:		Ship to Contact:	P08453
Vendor Address:		Ship to Address:	
Vendor City/State/Zip:		Ship to City/State/Zip:	
Vendor Phone:		Ship to Phone:	
Vendor Fax:		Ship to Fax:	

### Item Summary

### Date Needed:

Item	Qty	Vendor P/N	Detailed Description of Each Line Item	Unit Price	Extended Price
1	1	<b>IPS4-4OZ</b>	Weld-on #4 for Plexiglas acrylic <a href="http://www.eplastics.com/Plastic/Plexiglass_Glue/IPS4-4OZ;jsessionid=ac112b6b1f4335c2dc66b2ac45719ffc8fc92cbb71d2.e3eTa3aSaxmTe34Pa38Ta38SbNv0">http://www.eplastics.com/Plastic/Plexiglass_Glue/IPS4-4OZ;jsessionid=ac112b6b1f4335c2dc66b2ac45719ffc8fc92cbb71d2.e3eTa3aSaxmTe34Pa38Ta38SbNv0</a>	\$6.30	\$6.30

2

The above link is for direct ordering

ERROR: undefined  
OFFENDING COMMAND: setcolors

STACK:

/DeviceGray  
/DeviceGray