

ORDER REQUEST FORM

Requester Name: _____ Dept: _____ Phone: _____ Date: _____

Account Manager: _____ Vendor: _____

Change to existing order: No Yes If Yes existing PO#: _____ Contract#: _____

Project#: _____ (Type of project: PIP Wireless Multi-Department Other)

QTY	Description/Model#/Part#	Unit cost	Total cost
Total:			

Is this order renewable? No Yes If yes, is order for: Maintenance Software Licensing

Are any items above part of an asset? No Yes If Yes, is asset New or Existing? New Existing

If asset is *Existing* please provide asset#: _____

If asset is New please provide the following: Building location: _____ Room#: _____

Estimated completion date: _____ Estimated total amount: _____

Years expected to retain asset once complete: _____

Special Delivery Instructions: No Yes If Yes, explain here: _____

Notes

What is the purpose/need for this order? _____

Requester Notes: _____

Manager Notes: _____

CIO/FD/FO Notes: _____

Approval Signatures

Manager/Assistant: _____

KFS account#: _____

*Orders over \$50,000 only – route to CIO/FD/FO

CIO/Finance Director/Fiscal Officer: _____

For Business Office Use Only		
KFS Verification: _____	Date Processed: _____	Req#: _____