

IOF - INTERNAL ORDER FORM

DATE: _____

VENDOR: _____

REQUESTOR / PI: _____

WEBSITE: _____

EMAIL: _____

PHONE: _____

PHONE: _____

PREPAYMENT REQUIRED BY VENDOR?: Yes No

Please complete each step listed below. Incomplete steps will delay purchasing of your items.

- 1. COMPLETE IOF FORM WITH ALL PERTINENT INFORMATION / WEBSITES
- 2. ATTACH ALL QUOTES, INVOICES, DOCUMENTS IF APPLICABLE
- 3. SUBMIT APPROVAL TO PI - SIGNATURE or Email Approval REQUIRED
- 4. SUBMIT COMPLETED / APPROVED IOF FORM TO mepurchasing@unm.edu

PLEASE INCLUDE A COPY OF QUOTE DOCUMENTATION

ITEM	PART NUMBER	DESCRIPTION	QUANTITY	UNIT COST	EXTENDED COST
1					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -

SHIPPING: Ground Local Business - Please notify me, I will pick up

Subtotal: \$ -

Overnight Local Business - Ask them to deliver

Shipping:

2-Day NOTE: Shipping will default to the least expensive method unless fully justified.

Grand Total: \$ -

BUSINESS PURPOSE:

* **Who** - names of individuals attending, **What** is being purchased/paid, **When** - dates, **Where** - location of event, **Why** - Purpose of event, and **HOW** it benefits UNM / research projects. **Name** specific project(s).

INDEX NUMBER: _____ or PROJECT: _____

PI: _____

PI'S SIGNATURE: _____

PI will authorize this order via email (attached)

DATE: _____

Do not write below this

FOR ADMINISTRATIVE USE

Do not write below this line

INDEX	ACCOUNT CODE	AMOUNT OR PERCENTAGE		DEPT. ACCOUNTANT APPROVAL
		\$	%	
		\$	%	
		\$	%	
		\$	%	

DATE IOF RECEIVED: _____

Completed by: _____

VENDOR: _____

CONTACT PERSON: _____

DATE ORDERED/NO: _____

TRACKING NO.: _____

NOTES: _____
