

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
☐ Overnight ☐ Local Business - Ask them to deliver
☐ 2-Day NOTE: Shipping will default to the least expensive method unless fully justified.

Subtotal: \$ -
 Shipping:
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: _____

