

**NORTHWESTERN UNIVERSITY MATHEMATICS DEPARTMENT  
PURCHASE REQUEST PROCESSING FORM**

Name: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_

Email address (if we have additional questions): \_\_\_\_\_

**Where to charge?**

PLEASE DESIGNATE THE APPROPRIATE ACCOUNT IN THE SPACE(S) BELOW.

DISCRETIONARY ACCT: Name of Professor \_\_\_\_\_

GRANT ACCOUNT: Name of PI \_\_\_\_\_

Specify which Account, If PI has multiple accounts: \_\_\_\_\_

DEPARTMENT ACCOUNTS:

Please Specify Purpose of Purchase: \_\_\_\_\_

ANY SPECIAL NOTES? \_\_\_\_\_

**PLEASE ENTER INFORMATION BELOW, OR ATTACH INFORMATION TO THIS FORM.  
SUBMIT ALL PAPER REQUESTS TO THE REIMBURSEMENTS/PURCHASE REQUESTS  
MAILBOX IN THE MATHEMATICS OFFICE. ALTERNATIVELY, THE PURCHASE  
INFORMATION CAN BE EMAILED TO [finances@math.northwestern.edu](mailto:finances@math.northwestern.edu).**

**DETAILS OF PURCHASE:**

**Item(s) Needed:** \_\_\_\_\_

\_\_\_\_\_

**Preferred/Suggested Vendor:** \_\_\_\_\_

**Part Number/SKU/Model Number (if applicable):** \_\_\_\_\_

\_\_\_\_\_

**Quantity Needed:** \_\_\_\_\_

**Price (if known):** \_\_\_\_\_

**Date Needed:** \_\_\_\_\_