

Agricultural Development in the American Pacific (ADAP) Project Purchase Request

Vendor: _____

Address: _____

Ship to: _____

Address: _____

Deliver on/before: _____

Phone: _____

Requisitioner: _____

Principal Investigator: _____

Method of shipment (Circle one): *Bestway, Air Freight, Pick-up, Delivery, UPS, Federal Express, Surface, other:*

DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION

FOR OFFICE USE ONLY

Budget Category: _____

Amount: _____

Balance: _____

Shipping

State Tax

Total

For purchase(s) less than \$1,000: ADAP Management Office review and approve.

For purchase(s) between \$1,000-\$4,000: Verbal quotations from three vendors must be recorded on this form and a written quotation must be submitted from the selected vendor.

For purchase(s) between \$4,000-\$25,000: Written quotations must be obtained from three vendors and attached to this form.

Vendor	Contact Person	Date	Price Quotation	Comments
1.				
2.				
3.				