

**INSTITUTE OF THE ENVIRONMENT AND SUSTAINABILITY  
PAC ORDER FORM**

**Date Rec'd** \_\_\_\_\_  
**Date Prepared** \_\_\_\_\_

Vendor/Payee: \_\_\_\_\_ Vendor Telephone: (    ) \_\_\_\_\_

Vendor Address \_\_\_\_\_ Vendor Fax: (    ) \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Requestor Telephone: (    ) \_\_\_\_\_

Requestor Address \_\_\_\_\_ Requestor Email: \_\_\_\_\_

Requestor Phone: \_\_\_\_\_ Deliver To Address: \_\_\_\_\_

Business Justification: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Catalog Number	Description	Quantity	Unit Price	Total

Account Number:: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Account Name: \_\_\_\_\_

Tax (if applicable)

Est. Freight

**ACCOUNT NUMBER AND NAME MUST BE COMPLETED BEFORE ORDER WILL BE PLACED.**

\_\_\_\_\_  
Authorized Signature (Investigator)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature (Admin)

\_\_\_\_\_  
Date

.....  
*Office Use Only*

**Return this form to the IoE, MC 149607 or Fax to 5-9663, Attn: Purchasing Specialist**