California State University, Long Beach
PURCHASE/CHANGE REQUEST

Fiscal Year:

Business Unit: ☐LBCMP ☐LBFDN ☐LB49R
Request Type: ☐New Request ☐Change Request **Change Req/P.O. #**
Date: **Requestor Email Address:**
Department Name: **Department Reference:**
Date Required: **Delivery/Shipping Location Code:**

PURCHASE INFORMATION

Vendor Name: **Phone#:**
Vendor Address (Street, City, State, Zip and Country):

Contact/Quoted By:

CHARTFIELD & LINE INFORMATION (Split distribution requires online requisition entry)

Account*	Fund ID	Dept ID	Program	Class	Project	3rd Party Billing #

Description *(Complete for competitive bidding)* ☐ Additional line description page included in total cost	Quantity	UOM	Unit Price	Tax (Y/N)	Line Total

**Optional Fields - Account, Tax, Shipping/Handling, & Miscellaneous charges to be calculated by Purchasing on the Purchase Order*

Subtotal	Added (Miscellaneous) Charges*	Estimated Tax*	Shipping/Handling*	Total Cost

Change Request/Special Instructions and/or Comments:

JUSTIFICATION & APPROVAL

Justification or Purpose of Purchase/Change Request *(Give a brief explanation how this request benefits the CSU):*

I, the requestor, certify that this Purchase/Change Request is reasonable and necessary for the department's operations and the University's mission.

Requestor *(please print)* _____ **Requestor Signature** _____
Requestor Phone _____ **Date** _____

I, the appropriate administrator/approver, certify that the funds are available for this Purchase/Change Request and that this activity is reasonable and necessary for the department's operations and the University's mission. *(Delegation of Authority/Purchasing Policy)*

Appropriate Administrator/Approver Name (please print) _____
Appropriate Administrator/Approver Signature _____ **Date** _____

Attach all supporting documentation to this Purchase/Change Request document and submit to Purchasing:

LBCMP - Purchasing Department - MS-0123, 1250 Bellflower Boulevard, Long Beach, CA 90840 *Phone:(562)985-4296*
LBFDN/LB49R - Research Foundation Suite 332 - FNDBLDG, 6300 State University Drive, Long Beach CA 90815-4680 *Phone:(562)985-7634*