



Patriot Computers | Tel: 703.993.4100
 Fax: 703.993.4560
 Email: compstor@gmu.edu

Purchase Authorization

REQ _____
 (Optional 6-digit tracking #)

Contact Name:	Date:
Email:	Org./ Fund Code:
Telephone:	(if Grant)
Department:	Inception Date prior to July 1, 2010: Yes No
Building:	Approval Signature:
Room Number:	
Mail Stop Number:	Title:

- You may make purchases through Patriot Computers not to exceed \$30,000.
- No entry in Banner or eVA is required. We will contact you if the cost exceeds 10% of the estimate.
- If ordering software please note if it is Mac or Windows use.

Description of Item	Quantity	Unit	Estimated Unit Price	Estimated Extension
Additional Comments:	Total Amount of Requisition (limited to \$30,000)			