PROJECT CENTER - PROCURESU PURCHASE FORM				
Student Name & ID #:			Dept/Team #:	-
Faculty Advisor or Project Center Staff Signature:			Date:	
Faculty Advisor or Project Center Staff Printed Name: Approved by Project Center Staff:				
INSTRUCTIONS:				
1. Complete this ProcureSU purchase form listing all items needed. Attach item image, item number, short description, and price and any special instructions; please be as specific as you can. For				
faster finding of the items being purchased, please email web links of the items to projectcenter@seattleu.edu 2. Email the ProcureSU purchase form plus any supporting documentation to the Project Center preferably 10 business days before the items are needed or plan accordingly for shipping time.				
3. In case of returns and exchanges: please contact the Project Cent		ter preferancy to business days before the terms are trans-	Or prairi decer	ngry for simpping time.
Description of Item(s)	Item Number	Website, Name of Vendor, or Phone Number to Order	Quantity	Cost (Including Tax & Shipping
Description of Reinits	Item Number	Website, Name of Vehicle, of Filode Rumber to C. ac.	Quantity	Cost, if available)
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			TOTAL:	\$
Notes:				
Notes:				