

IMS ORDER REQUEST FORM

INSTRUCTIONS	REQUESTER INFORMATION				
1) This form is used to support any orders that will use IMS funds. 2) All items marked with (*) must be completed. Submit form with attachments (Quote, Sole Source, Equipment Form, Software Survey, etc.) to IMS Purchasing. 3) If you are ordering from multiple suppliers, submit one form for each supplier. 4) Separate chemicals and supply orders, even from same supplier. 5) Include either project manager's authorization email or signature with submission. 6) A research justification for sponsored research orders is required. 7) Amazon orders: UConn contracted suppliers provide optimal pricing, delivery, and tracking and therefore all Amazon orders require a justification for why Amazon is the best choice. Include the ASIN number as your listed catalog number. 8) URGENT Orders are placed same day (if possible): Urgent orders should be minimized and used in rare circumstances only, please provide a justification explaining the urgency in the request. a) Please note that if you are using grant funding, there are added levels of approval which may delay the order process by a few business days. 9) Any purchasing questions or order status inquiries should be sent directly to IMSPurchasing@uconn.edu. Note: Any Inquiries regarding order statuses should be sent no sooner than 1 week after submitting the order. ITEM, CATALOG NUMBER, AND DESCRIPTIC	Request Date: *Requester Name: *Requester Email/Phone: *Project Manager Name: Project Manager Email/P KFS Account to Charge: *Project Manager Authori * Does your order contain *Do you have temperatur items? *Building: *Room/Lab #: *Street Address: *City/State/Zip:	hone: zation: chemicals?	shable RY ADDR # OF	Yes Yes	No No
			(ORDER TOTAL	
COMMONLY USED HUSKYBUY SUPPLIERS BY CATEGOR	Y	SUPPLIER	INFOR	MATION	
 Maintenance: Fastenal, Grainger Research: Airgas, Chemglass, Fisher, Sigma Aldrich, VWR Technology: Apple, CDW-G, Connection, Dell Office: W.B. Mason Log in at https://purchasing.ubs.uconn.edu to review contract pricing. 					
SPECIAL INSTRUCTIONS	& JUSTIFICATIO	NS			

KFS OBJECT CODE FISCAL APPROVAL