

# MLLL Purchase Request Form

Use this form for purchases using existing funding.  
When complete, submit to Terri Perez, [tperez@ou.edu](mailto:tperez@ou.edu)

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

Funding Source (e.g, Grant, start-up, etc):

\_\_\_\_\_ Amount: \$ \_\_\_\_\_

Additional Funding Source:

\_\_\_\_\_ Amount: \$ \_\_\_\_\_

Reason for purchase:

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

Convert all currency into US Dollars (<http://www.oanda.com/currency/converter/>)

Link to item 1: \_\_\_\_\_ Amount per unit: \$ \_\_\_\_\_

Notes: \_\_\_\_\_ Quantity: \_\_\_\_\_

Link to item 2: \_\_\_\_\_ Amount per unit: \$ \_\_\_\_\_

Notes: \_\_\_\_\_ Quantity: \_\_\_\_\_

Link to item 3: \_\_\_\_\_ Amount per unit: \$ \_\_\_\_\_

Notes: \_\_\_\_\_ Quantity: \_\_\_\_\_

Link to item 4: \_\_\_\_\_ Amount per unit: \$ \_\_\_\_\_

Notes: \_\_\_\_\_ Quantity: \_\_\_\_\_

Link to item 5: \_\_\_\_\_ Amount per unit: \$ \_\_\_\_\_

Notes: \_\_\_\_\_ Quantity: \_\_\_\_\_

Link to item 6: \_\_\_\_\_ Amount per unit: \$ \_\_\_\_\_

Notes: \_\_\_\_\_ Quantity: \_\_\_\_\_

Link to item 7: \_\_\_\_\_ Amount per unit: \$ \_\_\_\_\_

Notes: \_\_\_\_\_ Quantity: \_\_\_\_\_

Link to item 8: \_\_\_\_\_ Amount per unit: \$ \_\_\_\_\_

Notes: \_\_\_\_\_ Quantity: \_\_\_\_\_

Link to item 9: \_\_\_\_\_ Amount per unit: \$ \_\_\_\_\_

Notes: \_\_\_\_\_ Quantity: \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_