**P-CARD REQUISITION FORM**  
(Not to exceed $4999)

**ORDER DATE**  
ORDER NUMBER

Check one of the following boxes:

- [x] I am sending the invoice/confirmation along with this PRF

- [] I will obtain the invoice and forward it to BIOS Accounting

**SHIP TO ADDRESS**

THE UNIVERSITY OF ILLINOIS AT CHICAGO

BIOLOGICAL SCIENCES

**MAIL CODE**

**Rm #**  
**Bldg**

Department of Biological Sciences

**Attn Biology:**

**SEND RECEIPT/INVOICES TO:**

BIOS Accounting

UIC-Biological Sciences, MC 066

845 W. Taylor St., SES Rm. 3374

Chicago, IL 60607

Fax: 312.413.3936  Phone: 312.996.0829

**TAX EXEMPTION #** E9989-9779-05

**FOR MORE INFORMATION ABOUT THIS ORDER CONTACT**

Lab Contact:  
**PHONE #** (312)

**SHIP VIA**  
**TERMS**

**DELIVERY**  
**UPON REQUEST**  
**OTHERWISE STATED**

**PRODUCTS:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CATALOG NO</th>
<th>ITEM OR SERVICE DESCRIPTION</th>
<th>QNTY</th>
<th>UNITS OF MEASURE</th>
<th>UNIT PRICE</th>
<th>EXTENDED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Products:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SHIPPING:**

**ADDITIONAL NOTES:**

<table>
<thead>
<tr>
<th>Fraction, % or Item</th>
<th>FUNDING SOURCE (TITLE)</th>
<th>P.I.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check appropriate box(es) to classify your order:

- [x] Supplies

- [ ] Services

- [ ] Equipment

- [ ] Other - Describe in “Additional notes”

**TAX EXEMPTION #:** E9989-9779-05

**TOTAL AMOUNT:**  
$0.00

**REFERENCES:**

1. For cost-sharing between different funds: provide amount, fraction or %

2. Provide only the fund’s title, i.e. Start-Up, ICR, X Grant. Reconciler will assign a proper accounting code (C-FOAP)

* - For each order, both a PRF and an invoice/receipt/order confirmation must be submitted, if the PRF is sent alone, print or save this form and keep it as a reminder to collect the corresponding invoice/receipt/order confirmation. The obtained document should be sent directly to the Reconciler via the campus mail, email or fax.

P-CARD PURCHASES MUST BE IN COMPLIANCE WITH ALL PROCUREMENT, ALLOWABLE EXPENDITURE AND FUNDING, PAYROLL, AND TAX-RELATED POLICIES (Business and Financial Policies and Procedures, Section 7.6).

THE UNIVERSITY OF ILLINOIS AT CHICAGO  
Electronic Signature: ___________________