

FACULTY NETWORKS PURCHASE REQUEST FORM

Please follow these instructions to accurately submit your Faculty Network's purchase request for timely and accurate processing within the Office of the Vice President for Faculty Affairs:

1. Fill out the form completely, including all proposed purchase details along with specific hyperlinks for reference;
2. If you are not the network leader, provide written authorization from the Faculty Network leader of record;
3. Once completed, save your form as "[Your Faculty Network] Purchase Request Form" as a PDF file and email it under the same title to Ana Alicia Rivera at facultyaffairs@tamu.edu.

Faculty Network Requesting Purchase:

Purchase Authorized By (Full Name, Network Position):

Detailed Description of Purchase Item(s):

Cost of item(s):

Charge Account Number:

Full/Specific Website Link of Item(s) Being Purchased:

Purpose and Benefit to TAMU of the Item's Purchase:

Submitted by (Full Name):

Date Submitted:

Thank you for your support of, participation and engagement within our Faculty Networks!

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