



Reset Form

Procurement Officer
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www.alaska.edu/oit/internal

☐ If this is a RUSH request please click here and include justification in comments section

- ~ Please include at least one suggested vendor. Quotes may be submitted in place of item description below.
- ~ If an item needs to be brand or vendor specific please submit the appropriate memo with your purchase request. You may click the links for examples. [Specific Brand](#) [Specific Vendor](#)
- ~ Apple or GCS orders over \$5k need the following in the comments section: 1) Who is going to be using the items? (i.e. staff, students, etc) and 2) What are they going to be used for? (i.e. lab, office, classroom, etc)

Please use the comments section for splits.

Quote #:

Funding Purpose/Project:

Comments (e.g. additional vendors, split funding, shipping preferences, etc):