



# IMS ORDER REQUEST FORM

### INSTRUCTIONS

- 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) Any purchasing questions or order status inquiries should be sent directly to [IMSPurchasing@uconn.edu](mailto:IMSPurchasing@uconn.edu).

### REQUESTER INFORMATION

\*Request Date: \_\_\_\_\_

\*Requester Name: \_\_\_\_\_

\*Requester Email/Phone: \_\_\_\_\_

Project Manager Name: \_\_\_\_\_

Project Manager Email/Phone: \_\_\_\_\_

\*KFS Account to Charge: \_\_\_\_\_

\*Project Manager Authorization: \_\_\_\_\_

\*Do you have temperature sensitive items?  YES  NO

### DELIVERY ADDRESS

\*Building: \_\_\_\_\_

\*Room/Lab #: \_\_\_\_\_

\*Street Address: \_\_\_\_\_

\*City/State/Zip: \_\_\_\_\_

ITEM, CATALOG NUMBER, AND DESCRIPTION	UNIT OF MEASURE	# OF UNITS	UNIT PRICE	TOTAL
<b>ORDER TOTAL</b>				

### COMMONLY USED HUSKYBUY SUPPLIERS BY CATEGORY

- 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.

### SUPPLIER INFORMATION

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

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

### SPECIAL INSTRUCTIONS & JUSTIFICATIONS

*OFFICE USE ONLY BELOW THIS LINE*

KFS	OBJECT CODE	FISCAL APPROVAL