



## Systems and Procedures

A Division of The Corporate Controller's Office

# MISSION CRITICAL PURCHASE REQUESTS FORM INSTRUCTIONS

## Form Instructions

1. Is this purchase Mission Critical? Check No or Yes. If yes, continue completing form
2. Select the appropriate type of support (options include) [this is a required field]
  - Sponsored Programs supporting continued research activities
  - New Research
  - Health care to staff, faculty, and students
  - Virtual learning for students
  - Health & Safety of staff, faculty, students, and facilities
6. Provide complete details on the necessity of the purchase [this is a required field]
7. Is this purchase available through eBuy+? Check Yes or No. If yes, stop completing this form and complete the purchase through eBuy+. If no, continue completing this form
8. Enter the name of the requestor
9. Enter the name of the College, Campus, Department, or Area
10. Enter the Requestor's Penn State Identification number
11. Enter the Requestor's phone number, including area code
12. Enter the Requestor's email address
13. Enter the ship to address
14. Enter the vendor name and if known the vendor number
15. Enter a website link where the item to be purchased can be found
16. Items to be purchased table with three rows for data entry:
  - Item description - Enter a description of the item to be purchased
  - Quantity - Enter the quantity to be purchased
  - Unit Price - Enter the item unit price
  - Total - Enter the total amount (quantity x unit price)
17. Budget Information table with three rows for data entry:
  - Budget Number - Enter the budget number to be charged
  - Fund Number - Enter the fund number to be charged

- Object Code - Enter the object code to be charged
  - Project # - Enter the project number to be charged (if applicable)
  - Amount - Enter the the amount to be charged to this budget, fund, and object code
18. The requestor must sign and date the completed form
  19. Print the name of the Budget Executive or delegate
  20. The Budget Executive or delegate must sign and date if approving the transaction
  21. Print the name of the Financial Officer or delegate
  22. The Financial Officer or delegate must sign and date if approving the transaction
  23. When completing the transaction, the Super-user must enter the name
  24. Enter the date the order was placed
  25. Enter the order confirmation number
  26. Enter the total amount of the order

#### Image of Mission Critical Purchase Requests



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