

College of Liberal Arts and Sciences

Faculty Purchasing Request

Non-Travel Purchases

For expedition of purchases, please fill out form and e-mail to CLAS@uis.edu. If you do not wish to use the electronic form, you may print, fill out manually and mail or deliver to Dean's Office in UHB 3000. If you have questions please call 217-206-6512.

Current Date:

Name (please print):

Department:

Approximate cost:

Items Requested:

Add web links to
Comment/Links
section below.

Funding Source:

Business Purpose:

(Use additional sheets
or complete in body
of email, if necessary)

For memberships, subscriptions, or conference registration fees where there are no travel or overnight hotel stays, please provide the start and end dates.

Expense Start Date:

Expense End Date:

Comment/Links Section: (attach web links for items & use additional sheets or complete in body of email, if necessary)

Requestor Signature:

Department Chair Signature: