



Patriot  
Computers

Tel: 703.993.4100  
Fax: 703.993.4560  
Email: compstor@gmu.edu

# PURCHASE AUTHORIZATION

REQ \_\_\_\_\_

(Optional 6 – digit tracking #)

Contact Name:	Date:
Email:	Org./Fund Code:
Telephone:	(if Grant) Inception Date prior to July 1, 2010: Yes <input type="checkbox"/> No <input type="checkbox"/>
Department:	
Building:	Approval Signature:
Room Number:	
Mail Stop Number:	Title:

- You may make purchases through Patriot Computers not to exceed \$30,000.
- No entry in Banner or eVA is required. We will contact you if the cost exceeds 10% of the estimate.
- If ordering software, please note if it is Mac or Windows use.
- Gift cards may not be purchased.

Description of Item	Quantity	Unit	Estimated Unit Price	Estimated Extension
Additional Comments:	Total Amount of Requisition: (limited to \$30,000)			