

PeopleSoft Purchasing Business Unit (Agency) Information

Business Unit (Agency) Name:

Business Unit (Agency) Number:

Business Unit (Agency) Procurement Officer:

Phone:

Business Unit (Agency) Main Default Delivery Address:

Business Unit (Agency) Main Default Billing Address:

Business Unit (Agency) Main Default Request for Quote Return Address:

ALL LOCATIONS (ORIGINS) WITHIN THIS BUSINESS UNIT (Agency):

(Origin)

Location #

(Origin) Location Description

(Please continue on another page if necessary.)

Will electronic approval routing be used? Yes No

Agency Representative	Signature	Phone
-----------------------	-----------	-------