### Additional Information

Any information necessary to complete a Purchase Requisition form may be included below.

The equipment/supplies/services being purchased are needed to accomplish research/teaching objectives, consistent with the requirements of the POETA(s) listed on this requisition.

<table>
<thead>
<tr>
<th>Part</th>
<th>Item Description</th>
<th>QTY</th>
<th>UOM</th>
<th>Item Price</th>
<th>Line Total</th>
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<tbody>
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</table>

Orders over $10,000 (including tax) require a Non-Competitive Justification Form. Please refer to the following web site: [http://procurement.caltech.edu/purchasing/purchasingforms.shtml](http://procurement.caltech.edu/purchasing/purchasingforms.shtml)

Order Total $ 0.00

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### Screening Certification

Certificate of non-availability (Equipment $10,000 and above). This is to certify that no like equipment was found to be available for use upon screening in accordance with the Institute *Purchasing Services Policies and Procedures Manual*.

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### Tax Reporting/Withholding Information

See Purchase Requisition Definitions/Instructions.

Is Supplier a U.S. Citizen/ Resident Alien?  □ Yes  □ No

Is Supplier a Caltech Student or Employee?  □ Yes  □ No

If Supplier is providing services, where will the services be performed?  □ Outside the U.S.  □ Inside the U.S.  □ Inside California

Is Payee a California resident?  □ Yes  □ No

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### Date and Signatures

Date: [Signature]

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### Order Total

Order Total $ 0.00