|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Request |  | MM |  | DD |  | YYYY |

**Order/Contract Request Form**

\* Order/Contract procedures must be taken when the price for one order or one set is 100,000 yen or more.

\* Attach catalog, specifications and similar documents (copies are acceptable). Attach an estimate if one has been obtained.

\* Please select the desired spending budget you wish to use, fill in the areas encircled with the thick solid line, and submit it to the affiliated Research Office.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Spending Budget |  | Individual Research Allowance |  | Delegated Research( ) | Grants-in-Aid for Scientific Research - KAKENHI - |
|  | Research Environment Enhancement Funds |  | Extramural Collaborative Research ( ) |  | Grant-in-Aid for Transformative Research Areas |  | Scientific Research ( ) |  | Young Scientists ( )Early-Career Scientists |
|  | Program for Application of the Grants-in-Aid for Scientific Research (KAKENHI acquisition promotion) |  | Contributions for Encouraging Research( ) |  | Scientific Research on Innovative Areas |  | ChallengingExploratoryResearchChallengingResearch ( ) |  | Research Activity Start-up |
|  | Program for International Dissemination of Research Results |  | Management of Carried-Over Research Funds( ) |  | JSPS Research Fellows |  | Other ( ) |
|  | Other Internal Programs( ) |  | Other External Funds( ) |  | [Share of the Grant-in-Aid] |  |  |
| Affiliation of Representative: Item: |

|  |
| --- |
| \* Name of the Research Representative |
|  |

* Write in the name of the research representative below if the budget type is one of the following: Collaborative Research such as KAKENHI, G-COE, and Advanced Research Programs at Ritsumeikan University.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant | Affiliation: |  | Position: |  | Name: |  |
| Name of Goods/Order | Amount | Specifications/Model | Manufacturer |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Budget Upper Limit |  | yen | Desired Delivery Date |  Yes by MM/DD/YYYY |
|  Delivery date left up to business selected (Price can be prioritized) |
| Request multiple quotes for amounts between 100,000 yen and 1,000,000 yen | □Yes （ Obtain multiple quotes from multiple vendors. ）　　　　　　　　　　　　　　※ If there is no check mark, we will select the supplier (including the supplier who submitted the quotation), taking into consideration the past experience of placing orders for similar projects. |
| Place of Installation | Name of Campus: |  | Floor: |  |
| Name of Bldg. |  | Name of Laboratory: |  |
| Notes (Notes to Executive Office, use purposes, etc.)\* If the place of delivery is different from the place of installation, state the place of delivery here. |  |

[The Following is for Executive Office Use Only]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Budget Unit |  | Operation |  | Statement |  | Budget Item |  |
| Code |  | Code |  | Code |  | Code |  |
| Accounting Item |  Equipment and Fixtures |  Expenditure for Accessories |  Consumable Supplies |  Printed Book Expenses |  Outsourcing Expenses |  Consumable Book Expenses |  Deposit of KAKENHI( ) |  Other( ) |
| Code | 3395131 | 3111114 | 3111111 | 3111193 | 3111291 | 3111112 |  |  |

\* Sole-source procurement is generally not possible.If goods satisfying specifications can be delivered only by a specified company, write down the corresponding reasons under supplier selection reason of the "Reason for Selection [Research Division Form 1-6]", and, together with the evidence materials, attach these to this form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reason for Purchase Selection | Inspection and acceptance of special services |

|  |  |
| --- | --- |
| Budget balance | yen |

 | Received by |
| Attached/ | Not attached | □Required |  |
| Check only when acceptance inspection is required for special services such as digital content development. |