

PURCHASE REQUEST

MARK THIS BOX TO HAVE A PURCHASE ORDER ISSUED

PURCHASE / PAYMENT FORM

- A COMMITMENT MAY NOT BE MADE TO A VENDOR WITHOUT PRIOR AUTHORIZATION FROM PURCHASING.

PURCHASING USE ONLY

VENDOR ID #

ORDER HAS BEEN PLACED WITH VENDOR

PAYMENT REQUEST

MARK THIS BOX TO HAVE PAYMENT ISSUED

ATTACHED [] INVOICE / RECEIPT [] QUOTE [] ENCLOSURE(S)

3.)PAGE __ OF __ 4.)PURCHASE ORDER #

1.)VENDOR NAME		2.)ORDER DELIVERY INFORMATION		5.)SPECIAL INSTRUCTIONS	
STREET ADDRESS / PO BOX		REQUIRED DELIVERY DATE			
CITY, STATE, ZIP CODE		DEPARTMENT			
TELEPHONE		BLDG / ROOM			
FEDERAL ID # OR SOCIAL SECURITY #		ATTN TO			
VENDOR FAX		CAMPUS +4 ZIP		VENDOR EMAIL	
LINE ITEM	QUANTITY	6.)DESCRIPTION OF ITEM (PROVIDE MFG. #, TYPE, MODEL, SPECIFICATIONS, ETC.)		PRICE	EXTENSION
7.)UNIVERSITY BUSINESS PURPOSE (REQUIRED)				TOTAL	

8.)INITIATOR (PRINT)	DATE	CAMPUS +4 ZIP	PHONE EXT	12.)FUND / INDEX	13.)ACCOUNT	AMOUNT
9.)DEPT CHAIR (PRINT) - UP TO \$10,000.00	DATE	DEPT CHAIR (SIGNATURE)				
10.)DEAN / VP (PRINT) - UP TO \$200,000.00	DATE	DEAN / VP (SIGNATURE)				
11.)PROVOST / VP FINANCE (PRINT) - UP TO \$500,000.00	DATE	PROVOST / VP FINANCE (SIGNATURE)		TOTAL AMT		

FORWARD ORIGINAL REQUISITION WITH ORIGINAL DOCUMENTATION ATTACHED TO THE PURCHASING DEPT., River Campus M2518 (+7022)

HOW TO COMPLETE A PURCHASE / PAYMENT REQUEST FORM

First determine if you need a purchase request or a payment request. If you want an official University purchase order to be sent to a vendor to either place or confirm an order you will check the PURCHASE REQUEST box at the top left of the form. Indicate if you have already placed the order with the vendor by checking the box ORDER HAS BEEN PLACED WITH VENDOR.

If you have received goods or services and want to pay for them you will check the PAYMENT REQUEST box. Check mark the boxes indicating whether there is an attachment with your requisition form. Original receipts are required for reimbursements and an invoice is required for vendor payments with the exception stipends / honorariums for guest speakers.

Box 1 Provide the full name of the company or individual providing the goods or service as well as the complete address. A telephone number as well as an email address would be beneficial. Please provide the Federal ID Number or Social Security Number for any company or individual performing services.

Box 2 Indicate where the goods or services are to be delivered or performed on campus.

Box 3 Indicate number of pages if, your Purchase / Payment Request Form has more than one page.

Box 4 Indicate the purchase order number if you have obtained one from The Purchasing Office in advance.

Box 5 Note any special handling instructions. (e.g. Attach the contract to purchase order, fax or email purchase order to vendor) If the check is to be sent to an on campus address, please note that in this section and attach an addressed campus envelope.

Box 6 Indicate what you are purchasing or paying for. If you are using more than one page for your items, please number the items and make sure the total on the last page is correct. Indicate a quantity and a unit price as well as a line total. Make sure your description is detailed and accurate. The more information you provide the better.

Box 7 Indicate the University business purpose of the expense. This is a required field. If this field is left blank or is unclear the requisition will be returned to you for further explanation.

Boxes 8 – 11 These boxes are for the signatures required to process the request. All names must be printed and signed. Each box indicates the dollar threshold at which each signature is required. Refer to the University's "Policy on Authority to Formulate and Sign Contracts". Proof of delegated signing authority may be required. Provide a campus +4 zip and a campus phone number for the initiator of the requisition.

Box 12 Indicate what fund / index number/s you wish the expense to be paid from. The fund / index must be one that the signers have authority to approve. If the expense is being shared with multiple departmental funds / indexes both signing authorities must approve. An original signed memo from the supporting fund / index authorized signer with a detailed description may be attached.

Box 13 Indicate the account number the expense should be paid from.

When the form is completed and signed, mail or deliver the original form to the Purchasing Office with all original documentation attached. Securely attach all documents and envelopes to the requisition to help ensure they do not become separated. If you wish a copy of the requisition with the assigned purchase order number to be returned to you, attach a copy of the requisition to the original. Purchasing is located in River Campus room M2518. Campus zip code is +7022. If you have any questions, please contact the Purchasing Office at x2641.