

Associated Students  
**PURCHASE ORDER REQUEST**

San Diego State University | 619-594-6555

Complete all information and forward to the A.S. Office,

Conrad Prebys Aztec Student Union, Suite 320

PLEASE PRINT ALL INFORMATION LEGIBLY OR TYPE OR FILL OUT ONLINE

**Suggested Vendor (see reverse for alternate)**

Name	
Address	
City/State/Zip	
Quoted By	Quoted Price
Phone	Fax
Delivery Date	E-mail

**Alternate Vendor (see reverse side)**

Name	
Address	
City/State/Zip	
Quoted By	Quoted Price
Phone	Delivery Date

**For questions about this order contact:**

Name	
Phone	
E-mail	
Account Name	
Acct # - Object Code	\$
Acct # - Object Code	\$
Acct # - Object Code	\$
<input type="checkbox"/> Contract, Quote, or Order to be sent with P.O.	
<input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Copy Requester	

**Alternate Vendor (see reverse side)**

Name	
Address	
City/State/Zip	
Quoted By	Quoted Price
Phone	Delivery Date

Quantity	Description — Please Print All Information Legibly or Type	Unit Price	Total
<b>Please Note:</b> For this form to <u>automatically calculate</u> the total amounts, a minimum of "1" must be entered in the Quantity column and a dollar amount must be entered in the Unit Price column. *Credits and Discounts must be entered as a negative number (i.e., -25.00).			
		Subtotal	
Delivery Location (if different than Conrad Prebys Aztec Student Union)		Credit / Discount*	
		Est. Shipping	
		Tax	
Attn:		TOTAL	

# INSTRUCTIONS

1. **NO ALTERNATE VENDOR IS NEEDED FOR ANY PURCHASES UNDER \$2,499.**

2. **TELEPHONE QUOTATIONS - Purchases over \$2,500 and up to \$9,999.**

Three alternate vendors must be contacted by the Account Advisor--for firms prices, terms, and availability. When vendors have been contacted, this information should be indicated on the Purchase Order Request. List three or more vendors including ADDRESS, TELEPHONE NUMBER, NAME OF INDIVIDUAL WHO QUOTED PRICE and the DATE. Furnish sufficient specifications to solicit competitive bids even though item proposed is a "Single Source" item. INCLUDE MODEL NUMBER, DESCRIPTION, SIZE, COLOR, and any other applicable specifications that might be necessary to assure purchase of the correct item. Descriptive literature or brochures should be attached if available.

If three bids are not obtained by the Account Advisor, the order will not be processed until the required bids are submitted.

3. **WRITTEN QUOTATIONS--Purchases over \$10,000**

The Account Advisor must obtain three written quotations, either by mailing Associated Students "Request for Quotation" forms or contacting vendors and requesting written quotations. Written quotations must be attached to the Purchase Order Request, as supporting documents as well as descriptive literature if available. Sufficient specifications to solicit competitive bids, even through proposed item is "Single Source," must be furnished. INCLUDE MODEL NUMBER DESCRIPTION, SIZE, COLOR, and any other applicable specifications that might be necessary to assure purchase of correct item.

If three bids are not obtained by the Account advisor, the order will not be processed. If vendor has not responded by "Quotation Due Date," you must follow up as to the reason and document the Purchase Order Request.

**WE MUST BE COMPETITIVE** — "Single Source" or "No Substitutions" is not enough information. Justification for "Single Source" should include:

- a. Unique performance factors of the product specified.
- b. Why these specific factors are required.
- c. What other products have been examined and why rejected.
- d. Indicate if item is "Equipment Components."

**SINGLE SOURCE OR NOT LOWEST BID JUSTIFICATION**

(TO BE FILLED OUT WHEN NO BIDS ARE OBTAINED FOR ITEMS \$2,499 or more.)