Purchase Order/ Vendor Payment/ Non-Funded Account Check Request Form

The purpose of the Purchase Order/Vendor Payment/ Check Request Form is for Student Organization Affiliates to request payment of products and services requested for their organization. Upon submission of this form a student comptroller will review the form and either approve or deny it. Approval is based on the document being filled out completely and accurately, and with all additional documentation submitted; especially in regard to the vendor information (must be set up with the university, unless from non-funded account). Submit the documentation within 48 hours of the form submission.

PLEASE FILL THE FORM OUT UPON RECIEVEING QUOTES WEEKS BEFORE RECEIVING PRODUCTS OR SERVICES- THIS WILL SPEED UP THE PROCESS AND THE COMPTROLLERS WON'T GET SCOLDED LATER.

As always if you have any questions the comptrollers are here to help through email (studentcomptroller@du.edu) and office hours (posted on Door in Driscoll Student Center North, Student Life, Suite 217 and on our website).

USG Funded Account or Non-Funded

Name of Student Organization [Required]

Is the vendor being paid using the funds from the Organization's USG FY 15 Allocations or its Non-Funded/ Wells Fargo Account? [Required]
Select either USG Funds or Wells Fargo Funds.
Valid input:
- Select only one choice.

[ ] USG Funds
[ ] Wells Fargo Funds

USG Funded Account Information

Fund # [Required]
Your 5 digit fund number.
Default: 90_ _ _
Valid input:
- Numeric - ex: 1111
- can not contain any punctuation.
- can not contain any spaces.
- must be between 5 and 5 characters.

Organization # [Required]
Your 6 digit organization number.
Valid input:
- Numeric - ex: 1111
- can not contain any punctuation.
- can not contain any spaces.
- must be between 6 and 6 characters.

Vendor Information

Vendor Name [Required]
Please indicate the business name of the vendor. This is what is on the quote or invoice you have received.

Vendor's ID/ Student ID [Required]
Please provide the vendors ID that is issued when set up as a vendor. If the vendor is a student, faculty or staff please provide DU ID.
Valid input:
- Alphanumeric - ex: A11a
- can not contain any punctuation.
- can not contain any spaces.
- must be between 4 and 12 characters.

Vendor Phone Number [Required]
Please indicate the Phone Number of the vendor.
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Vendor Fax Number
Please indicate the fax number of the vendor.
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Vendor Address [Required]
Please provide vendors address, city, state, and zip

Was there a contract associated with your vendor? [Required]
If so, please indicate contract number.
If not, put None.

Vendor Contact Name
Please indicate who you have been working with for a quote/order. Leave blank if no specific person.

Reason for Purchase Order/Check: [Required]
What is to be purchased? What event is this for...?

Amount $ [Required]
Please remember to not include sales tax unless otherwise specified to do so.
Valid input:
- Numeric - ex: 1111

Requirements for Vendor Payment Under $900

Required Documents:

Submit the Original Invoice to the Comptroller's Office within 48 hours of form submission (AS SOON AS POSSIBLE, IDEALLY).

Confirm that you are aware of the required documentation that needs to be submitted physically to the office within 48 hours. [Required]
By checking the box you understand the rules (if appropriate documentation is not provided in the 48 hour window, your form will be DENIED.)

[ ] I understand the importance of being timely in this matter.

Requirements for Purchase Order Requests between $900.01 to $4999.99

Required Documents:

Submit One quote to the Comptroller's Office for the costs of product(s) or service(s) within 48 hours of the form submission.

Physically submit the FINAL INVOICE to the Comptroller's Office once the products or services have been received.

Confirm that you are aware of the required documentation that needs to be submitted physically to the office within 48 hours. [Required]
By checking the box you understand the rules (if appropriate documentation is not provided in the 48 hour window, your form will be DENIED.)

[ ] I understand the importance of being timely in this matter.

Requirements for Purchase Order Requests of $5000+

Required Documents:

Submit TWO(2) ADDITIONAL QUOTES to the Comptroller's Office along with ONE(1) QUOTE from the vendor of choice: THREE(3) QUOTES TOTAL. Submit the quotes physically within 48 hours of the form submission.

Physically submit the FINAL INVOICE to the Comptroller's Office once the products or services have been received.

Confirm that you are aware of the required documentation that needs to be submitted physically to the office within 48 hours. [Required]
By checking the box you understand the rules (if appropriate documentation is not provided in the 48 hour window, your form will be DENIED.)

[ ] I understand the importance of being timely in this matter.

Name of the Vendor of Quote #1 (Preferred Vendor) [Required]

Amount from Quote #1 [Required]

Name of the Vendor of Quote #2 [Required]

Amount from Quote #2 [Required]

Name of the Vendor of Quote #3 [Required]

Amount from Quote #3 [Required]

Check Request (Non-Funded/ Wells Fargo Accounts) Information

The purpose of the Check Request form is for Organization Affiliates to create a document that shows a request for a check to be cut to pay for organization related products or services. Upon submission of this form a student comptroller will review the form and either approve or deny it. Approval is based on if the document is filled out completely and accurately; especially in regards to the vendor/pay to the order of sections. Upon submission of the form one must turn in an Invoice or Honorarium for said products or services

{NOTE: Honorariums are for special circumstances and must be approved by a student comptroller. For more information on Honorariums please speak with one of the student comptrollers.}

Confirm that you are aware of the required documentation that needs to be submitted physically to the office within 48 hours. [Required]
By checking the box you understand the rules (if appropriate documentation is not provided in the 48 hour window, your form will be DENIED.)

[ ] I understand the importance of being timely in this matter.

Non-Funded Account#: [Required]
Typically N### i.e. N401.

Pay to the order of: [Required]
Please indicate the name of the business or vendor. This is commonly found on the quote or invoice you received.

Amount $ [Required]
Valid input:
- Numeric - ex: 1111

Vendor Address [Required]
Please provide vendors address, city, state, and zip. * Note this is where we will address the check to.

Vendor Phone Number [Required]
Please indicate the Phone Number of the vendor.
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Vendor Email Address
Please indicate the email address of the vendor if known.
Valid input:
- name@myschool.edu

Vendor Fax Number
Please indicate the fax number of the vendor.
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Reason for Check Request: [Required]
What is to be purchased? What event is this for...?

Confirmation

Terms and Conditions [Required]
YOU MUST TURN IN THE ORIGINAL ORDER(S)/QUOTE/REGISTRATION/ INVOICE FROM THE REQUESTED PURCHASE WITHIN 48 HOURS OF FORM SUBMISSION. Failure to do so will result in the denial of your form.

By accepting below you certify that the purchase made as requested is for the sole use of the student organization and does not violate the spending policies and procedures of the USG and the University of Denver.

The student Comptroller's Office will email the individuals required for approval of your purchase/payment upon receipt of the request. Payments will not be processed until the proper email authorization has been received.

Your request will be processed within 24 hours following the approvals of all required individuals. The vendor will receive a faxed copy of the purchase order.

[ ] I Agree
[ ] I Disagree

Comptroller Notes [Admin Use Only]
These are specific notes from the Comptroller's office for various purposes, i.e. denials, approvals, payment tracking, etc.
Default: Requisition#: Processed By: PO#: