

# Purchase Request Form

## Completed Form to be Submitted to Advisor

Date Posted/ Date Needed	
P Card Transaction #	

<b>Group Name</b>		<b>Org #</b>	
<b>Requested By</b>		<b>Check One</b>	<div style="display: inline-block; width: 45%; border-bottom: 1px solid black; text-align: center;">PURCHASE ORDER</div> <div style="display: inline-block; width: 55%; border-bottom: 1px solid black; text-align: center;">PURCHASING CARD</div>

<b>Vendor Name</b>			
<b>Address</b>			
<b>City/State/Zip</b>			
<b>Telephone</b>		<b>Fax</b>	

### QUESTIONS BELOW REFER TO PURCHASE ORDERS ONLY

Please Check One <i>(Definitions at bottom of page)</i>	REGULAR	PICKUP	PREPAY	Purchase Order Not to Exceed:	\$
Who will pick up Purchase Order and do the Shopping?					
Is this a new vendor?		Tax ID Number <small>(Only if new vendor)</small>			

### COMPLETE THE FOLLOWING SECTION FOR BOTH PURCHASING CARD & PURCHASE ORDERS

Quantity	Unit (ea, pair, etc)	Unit Price	Description
<b>Subtotal</b>		<b>Tax</b>	
		<b>S&amp;H</b>	
		<b>Total</b>	

#### Purchase Order Definitions:

**Regular Orders:** The PO is sent to the vendor and the vendor ships the item directly to the college.

**Pickup Order:** The PO is hand carried to the vendor, and you select the items. The vendor will either bill the college or will give you the invoice that must be given to your advisor.

**Prepay Orders:** Items such as magazines, tickets, video tapes and books are examples of prepay. This means that an order form, or subscription card must be attached to this request.

DO NOT WRITE BELOW THIS LINE

<b>Advisor Signature</b>  <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	<b>Budget Authority Signature</b> (Over \$300)  <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	<b>Ordered By and Date:</b>  <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	<b>Add Use Tax?</b>  <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	<b>Account # / Req #</b>  <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
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