University at Buffalo
School of Management

PURCHASE ORDER REQUEST

DATE: FISCAL YEAR:

FUNDING

☐ State
☐ Request New PO

☐ UBF
☐ Request New PO

Business Purpose Explanation:

Account #: **Account #:** **Account #:**
Amount: $ 0.00 **Amount:** **Amount:** $ 0.00

Total Amount: $ 0.00

ITEM DESCRIPTION

VENDOR INFORMATION:

Contact:
Address 1:
Address 2:
City:
State: Zip:
Phone:
E-mail:
☐ New vendor?

SHIP TO INFORMATION:

Contact:
Address 1:
Address 2:
City:
State: Zip:
Phone:
E-mail:

Note to Buyer:

☐ Attachments (i.e. quote, invoice, contract, W9, single source justification letter, etc.)

Prepared By: **Approved By:**
(*signature required*)

Submit to Finance and Administration, 117 Jacobs for processing.
See reverse for additional information.
Contact Melissa Korte (mkorte@buffalo.edu), 645-8186 with questions.

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PURCHASE ORDER REQUEST

Which form do I use?

Purchase Order Request

For state, UBF, and RF purchases for any dollar amount. Submit to Finance and Administration for processing.

Examples include:

- event orders
- online licenses
- hotel bills
- furniture
- equipment

RAP Form

Reimbursement or Advance Payment (RAP) Request Form serves as a document to pay and reimburse employees who have purchased business-related goods with out-of-pocket funds on behalf of their department. (State, UBF or RF). Submit to 224 Crofts Hall for processing (State, RF) or Finance and Administration (UBF).

Examples include:

- supplies
- computer accessories
- allowable business meals
- professional memberships and subscriptions

DR

A DR is used to process an invoice that is being paid using UBF funds if a PO has not been issued in advance. Submit to Finance and Administration for processing.

Business Purpose

A business purpose should answer five basic questions:

1. Who was involved in the activity related to the expense?
2. What activity does the expense represent?
3. When did the activity occur?
4. Where did the activity take place?
5. Why or how does the expense relate to university business?

Not all questions will apply to every transaction, but the information should be included when applicable.