

School of Nursing Purchase Request Form

Phone: 545.5084
FAX: 545.0086
EMAIL: wkilbride@nursing.umass.edu
228 Skinner Hall

Please complete electronically then print.

Instructions

1. All shaded items must be completed.
2. Submit the original purchase order form with all information complete and applicable signatures.
3. Submit the original supporting documentation.
4. When Sole Source forms are required, submit the original.
5. For your records, you may want to make copy of the request and supporting materials.
6. If you are in need of a Contract for Services, please contact Bill Kilbride, 5.5084, for further instructions.

Date:	
Priority**: Low, Medium, High	

Vendor Information

Name:	
Address:	
Phone:	
Contact Name:	

Department Contact

Enter your contact information then save to your hard drive.

Contact:		Phone:	
Dept:		Fax:	
Email:			

Business Office Use Only:			
Req. No:	PO No:	Vendor #	Contract #

Billing Information

Dept ID:	
Speed Type:	
Fund:	
Project/Grant # :	
Expires:	
Ship To:	

Employee Name:	
Signature:	
Date:	
Supervisor Name:	
Signature:	
Date:	
Funding Account	
Administrator Name:	
Signature:	
Date:	

Date

Date

Date

Purchase Information

If more rows are needed, please use a second form

Prod Number	Description	Quote Attached (Y/N)	Unit of Measure	Quantity	Unit Price	Total Price
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Reason for Purchase (required)					Total PO *	\$ -

* Please keep in mind the following.

When the P.O. total is:

Between \$2000 & \$4999.99, submit a quote for the purchase.

When greater than \$5000, a Sole Source form must be completed.

The links for the material and service Sole Source forms are listed here.

Materials: http://www.umass.edu/procurement/Fill-In_Forms/SSY_RE_053008.pdf

Services: http://www.umass.edu/procurement/Fill-In_Forms/SSG_RE_053008.pdf

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General Information

1. Copy the original file to your hard drive dept/div network location.
2. Fill out the form electronically and print as you normally would print any document.
3. Save your copy of the completed file with a filename that is identifiable.
4. Use only 1 vendor per form.

Completing the Form Electronically

Date and Priority

Current date when completing the form.

Low, medium or high priority of the item(s) you wish to purchase. If an item is marked high priority, place additional information in the description portion at the bottom.

Vendor Information

Complete all of the required information in this section.

Department Information

Complete all of the required information in this section.

Billing Information

Chartstring numbers for the department. Please fill in all applicable numbers to ensure we place the expense against the appropriate account.

Ship To address is key to ensuring the product gets to the proper location once it arrives

Signature Authority reflects the manager on record for the account or PI for the grant. Place the person's name in this section.

The responsible person from above needs to sign for the expenditure against their account.

Department Chair name should be listed each time. The signature only when applicable.

Purchase Information

If more rows are needed, use additional sheets.

The description column wraps as you type.

Indicate whether a quote is attached.

The Unit of measure (UOM) is important to understand how the product is ordered.

Enter the quantity you desire and the unit price (if known).

The Total Price automatically calculates as does the Total PO. You needn't place anything in here.

If you have marked an item HIGH priority, the explanation goes on a line in this area.

Keep in Mind

When the Total PO is between \$2000 & \$4999.999, submit a quote.

When it is greater than \$5000, a Sole Source Form must be completed.

The links for the Sole Source forms are as follows:

Materials: http://www.umass.edu/procurement/Fill-In_Forms/SSY_RE_053008.pdf

Services: http://www.umass.edu/procurement/Fill-In_Forms/SSG_RE_053008.pdf

Business Office Use

Do not write in this area.

Submitting the Form

1. Fill in all of the appropriate areas on the form, including signatures.
2. Forms without the proper information, attached forms or signatures will be sent back, causing a delay.
3. Make a copy set for your records.
4. If you have questions, stop by and we'll take the time to go over it with you.