



E-mail to sibudget@gmu.edu

Purchase Order (PO) Request Form

Use: To request a Purchase Order to make purchases at participating vendors and/or to pay contractual expenses.
Instructions: E-mail completed and signed Purchase Order Request (PO) Form to sibudget@gmu.edu at least three full business days before the PO is needed. **Exception:** During busier times of the year (such as April and May) and when the total expense costs \$2000 or more, PO requests must be submitted at least five full business days in advance. If approved, a copy of the PO will be sent via e-mail to the requestor, who is responsible for providing the vendor with a copy of the PO and informing them that an invoice (referencing the EP number) must be e-mailed to Accounts Payable at acctpay@gmu.edu to receive payment within net 30 days.

Additional Requirements: Attach a Virginia Substitute W-9 form for new vendors. Attach a written price quote for all PO requests that are \$2000 or more. Attach the Event and Entertainment Agreement along with the electronic routing form and the vendor’s Certificate of Insurance for contractual expenses. Attach the Food & Beverage Authorization Form only if the event is \$2000 or more or if it exceeds the meal per diem rates.

VENDOR INFORMATION: **EVENT INFORMATION:**

Name:

Address:

Contact Person:

Phone Number:

E-mail Address:

Event Name:

Event Date: Event Time:

Description:

For Food, Beverage and Catering expenses only:

Location:

of Attendees:

FUNDING INFORMATION: **RSO INFORMATION:**

Please specify funding source:

Student Funding Board (SFB):

Self-Generated Revenue (SGR):

Purchase Order (PO) Amount:

Org Name:

Org Number:

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Requestor’s Name:

Requestor’s Email:
@masonlive.gmu.edu

Requesting RSO Officer’s Signature Print Name Title Date