

# Purchase Request Form

## Completed Form to be Submitted to Advisor

Date Needed	
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Group Name		Org #	
Requested By			
Check One	Purchase Order	Purchasing Card	
Vendor Name			
Address			
City/State/Zip			
Telephone		Fax	

### QUESTIONS BELOW REFER TO PURCHASE ORDERS ONLY

Please Check One <small>(Definitions at bottom of page)</small>	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>	

Quantity	Unit (ea, pair, etc)	Unit Price	Description

**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 receipt 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

Advisor Signature  _____	Budget Authority Signature (Over \$300)  _____	Ordered By and Date:  _____	Taxable?  _____	Account # / Req #  _____
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