

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

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

Advisor Signature <hr style="width: 80%; margin: 0;"/>	Budget Authority Signature (Over \$300) <hr style="width: 80%; margin: 0;"/>	Ordered By and Date: <hr style="width: 80%; margin: 0;"/>	Add Use Tax? <hr style="width: 80%; margin: 0;"/>	Account # / Req # <hr style="width: 80%; margin: 0;"/>
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