



DO NOT USE
AS A PURCHASE ORDER

DEPARTMENT NAME		TODAY'S DATE	<input type="checkbox"/> RENEWAL? <input type="checkbox"/> CHANGE ORDER?	PREVIOUS PO# / BPO# (If Applicable)
CONTACT PERSON	CONTACT PERSON EMAIL	TELEPHONE NUMBER	DEPART. BUDGET FOR PROJECT	TOTAL \$ OF QUOTE/PROPOSAL
VENDOR CONTACT		VENDOR EMAIL	FUND	DEPART. / COST CENTER
			ACCOUNT CODE	

PLEASE ANSWER THE FOLLOWING QUESTIONS			SUGGESTED VENDOR NAME AND ADDRESS	
INSTALLATION OF GOOD REQUIRED? IF YES, PLEASE NOTIFY FACILITIES MGMT.	DOES OIT NEED TO REVIEW FOR SOFTWARE COMPLIANCE? IF YES, PLEASE SUBMIT FOR OIT REVIEW.	IS THERE A CONTRACT OR DOES THIS PURCHASE HAVE TERMS AND CONDITIONS? PLEASE SUBMIT FOR REVIEW & SIGNATURE IN COLT – ADD PURCHASING AS A REVIEWER.		
I HAVE INCLUDED THE FOLLOWING ITEMS FOR PURCHASING TO REVIEW:			FEDERAL/GRANT FUNDS BEING UTILIZED?	FOR AUDIT/GRANTS/CONTRACTS USE
<input type="checkbox"/> Quote/Proposal from Vendor			If Yes, obtain signature →	
<input type="checkbox"/> Between \$5K-\$25K, at least 2 Addl. Quotes or Sole/Single Source Justification				
<input type="checkbox"/> If awarded from RFP/RFQ Bid: RFQ/RFP#				
<input type="checkbox"/> Contracted Vendor through Purchasing Dept.				
<input type="checkbox"/> Contract/Terms/Agreement, If Applicable				

ALL REQUESTS	REQUESTS OF \$50,000+
Department Head/ Chair Signature	Dean/Provost Signature

PURCHASING USE ONLY					
PO TYPE	SHIPPING LOCATION	PAYMENT TERMS	FREIGHT TERMS	PROJECT TERM	COMMENTS:
Director, Logistical Services			Office for Business & Finance		

Quantity and Unit	Description: Please Be Explicit	Unit Price	Amount
Ex. 2 EACH	Part/Model #: Item Name, Size, Color	\$1,500.00	\$3,000
Total Amount			