

Requisition for Purchase Order

Vendor Name _____

Vendor Phone # _____

Vendor Contact _____

Department _____

Budget Acct No _____

Date of Requisition _____

Est Purchase Date _____

Requesting approval for expense which will be paid via (SELECT ONLY ONE):

- Inter-departmental charge (store, OCC, etc.)
- Invoice or check (includes reimbursements to employees)
- Credit card: Last 4 digits of card that will be used: _____
- Fuel card: Superfleet Shell Last 4 digits: _____

NOTE: This form may no longer be used for check requests, but must be used to get a PO prior to check request.

Please submit your request to the Business Office at least 3 business days before approval is needed to allow time for processing. You are welcome to submit further in advance (even several months ahead).

Unit (ex: Box)	Quantity	Description	Unit Price	Total Price
Estimated Travel/Event Dates:			TOTAL:	
Justification/Explanation:				

Please forward signed and approved requisitions to the Business Office, CPO D-3. Original signatures are required.

Business Office Use Only

Requested By: _____ Phone #/Extension: _____

Requisition and Purchase Order Approvals

Signature: _____ Print: _____
Head of Department/Budget Manager or authorized agent (required for all requisitions)

Signature: _____ Print: _____
Vice President of Department (required for all requisitions totaling over \$1,000; optional on others)

Signature: _____ Print: _____
Business Office (VP of Finance required for all requisitions totaling over \$5,000)

Signature: _____ Print: _____ Marcia Hawkins
President of Union College (required for all requisitions totaling over \$10,000; optional on others)

Business Office Use Only

Received Date: _____ Processed By: _____ PO Number: _____

Budget After: _____ PO Date: _____

The Business Office will issue a a PO number in the fields above to formalize the contractual obligations for this purchase request. Purchases made prior to PO issuance will be considered unapproved purchases and purchaser is personally liable for such purchases.