

**Please see your purchasing coordinator or Financial Services
for multi-copy Purchase Requisition forms.**

INSTRUCTIONS

Date Enter the current day's date MM-DD-YY.

Ship Via Enter the desired method of shipment.

Date Needed Enter the date by which the goods must be received MM-DD-YY.

Check to Accompany P.O.? Indicate whether a check is to accompany the purchase order. In general, checks should not accompany purchase orders. See the Purchasing & Accounts Payable Policy/Procedure Manual for reasons supporting this policy.

Telephone Order? Indicate whether the order was called in advance via telephone. If yes, the following message will be printed on the purchase order: "Confirmation of Telephone Order—DO NOT DUPLICATE!"

C.O.D. Order? Indicate whether this is a C.O.D. order. In general, purchases should not be transacted on a C.O.D. basis. See the Purchasing & Accounts Payable Policy/Procedure Manual for reasons supporting this policy.

Fax P.O. to vendor? Indicate whether the P.O. should be faxed to the vendor.

Fax number Enter the vendor fax number if P.O. is to be faxed to the vendor.

Vendor Enter the vendor name and address.

Ship To Enter the purchaser's name and department.

Description Enter a description of the product.

Unit Price Enter the price per ordering unit.

Quantity Enter the quantity desired.

Unit Enter the ordering unit (each, box, gallon, yard, pound, etc.).

Account Number Enter the twelve digit account number with delimiters X-X-XXXXXX-XXXXXX. Incomplete or inaccurate account numbers will result in returning the purchase requisition for clarification. If more than one account number is to be charged, list each account on a separate line and indicate the amount allocation for each account.

Item number Enter the vendor item number (product number) if available.

Total Cost Column (1) X Column (2).

Order Total Enter the total of column (3).

Purchaser The signature of the purchaser is required here.

Budget Officer/Department Head The signature of the budget officer/department head is required here.

Purchasing Coordinator Enter the signature of the purchasing coordinator here to indicate preliminary review of the purchase requisition for completeness.

Phone Enter the phone number. This is generally the on-campus extension number (e.g. x1234).

Date Enter the date of signature MM-DD-YY.