

## PURCHASE ORDER REQUEST FORM

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_

Account # / Name \_\_\_\_\_ Purchase/Funds Apprvd: \_\_\_\_\_

**Will this charge need to be transferred to another account in the future? Yes No**

Vendor: \_\_\_\_\_ Quote No.: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Description	Stock #	Qty.	Unit Price	Total Item cost
<b>Other Requirements for Purchase: Attach as needed</b>			Shipping Costs	
Under \$5,000 - No additional quote needed			Other Charges	
\$5,000-\$25,000 - At least <b>two</b> verbal quotes referenced on requisition				
\$25,000-\$50,000 - At least <b>two</b> written quotes must be attached			Total Charges	
Item on State or Univ. contract, only need hard copy from Vendor				
Sole Source - If available from only one source, over \$50,000, or Sponsored Research exemption				

### CHECKLIST & INFORMATION

**Verify funds available** - through Debra if Grant-Funded, Tracey if State-Funded or appropriate account manager (i.e. Roger J., Jian Liu)

- 1 Complete Purchase Order Request Form. **ALL INFORMATION IS NEEDED.**
- 2 If you have not purchased from the Vendor before, check with Max to see if they are already on the list. If not on UF's list, forms will need to be faxed to the company. See Max for forms to be used.
- 3 Most common missing information is which account is covering the charge.
- 4 Please do not submit a request to purchase without all required information.