



## Request for Purchase Order Requisition

To purchase items from outside vendors located off-campus, a purchase order requisition is required. The representative of the student organization must see their adviser and fill out a Request for a Purchase Order Requisition form. All purchase order requisitions are entered on-line to the Purchasing Department. This is the only channel for the purchase of goods from off-campus vendors. **Individuals who charge goods directly from the vendor without utilizing this procedure or who do not adhere to the terms of the purchase order subject themselves to personal liability for the debt incurred.**

Complete the information requested below and submit this request form to your adviser for proper transmittal.

**For Office Use Only**

Requisition # \_\_\_\_\_

P.O. # \_\_\_\_\_

Date \_\_\_\_\_

Organization \_\_\_\_\_

**Deliver to:** *(check one)*

Estimated Price \_\_\_\_\_

Student Programs, Suite 204

Account/Natural Acct. \_\_\_\_\_

Other \_\_\_\_\_

Suggested Vendor Name \_\_\_\_\_

Date Delivery Required \_\_\_\_\_

Vendor Address \_\_\_\_\_

Vendor Phone # \_\_\_\_\_

Vendor Fax # \_\_\_\_\_

QUANTITY	DESCRIPTION	ESTIMATED UNIT PRICE	TOTAL

Requested by \_\_\_\_\_  
Name

\_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail

Approved by \_\_\_\_\_  
Student Organization Adviser

**For Office Use Only**

Processed by \_\_\_\_\_ Date \_\_\_\_\_  
Student Aide