

PURCHASE REQUISITION FORM ~ INSTRUCTIONS

The Purchase Requisition Form is to be used (1) to request goods and services OR (2) as the Purchasing Card Support Form. Please refer to the appropriate section below for completion instructions:

Goods and Services Requisition

Vendor:

Provide the requested information for your preferred vendor, if available. List additional information such as phone extensions under Special Instructions.

Shipping Address:

Provide the address to which the goods or services are to be delivered.

Product Itemization:

Provide the detailed information on the items to be purchased. Include E-quote number in the description, if available, and attach or fax any supporting documentation.

Purpose/Project:

Provide a specific business purpose to support the requested purchase. Be as specific as possible and list projects that will be using the good or service if appropriate.

Special Instructions:

Provide any special instructions regarding the purchase of the good or service. Attach sole source justification, if appropriate.

Approvals:

Provide name, user id and phone # of person requesting goods or services. Secure signature of appropriate manager in accordance with unit procedure. Check with Unit Financial Advisors.

Budget Information:

Provide correct information if known. Otherwise, leave blank.

Budget format: XX-XXX-XXX UP
(X=number and UP=Location code for Univ Park)

Free Space: Provide if known

Description: Provide if known

Purchasing Card Support Form

Vendor:

Provide the requested information for your preferred vendor, if available. List additional information such as phone extensions under Special Instructions.

Shipping Address:

Not required.

Product Itemization:

Provide a generalized description of the item(s) purchased. Ensure that attached original receipt includes detailed itemization of the purchase and is signed by the cardholder.

Purpose/Project:

Provide a specific business purpose to support the purchase. Be as specific as possible and list projects that will use the item(s) purchased if appropriate.

Special Instructions:

Not required.

Approvals:

Provide name, user id and phone # of person requesting goods or services. Secure signature of appropriate manager in accordance with unit procedure. Check with Unit Financial Advisors.

Budget Information:

Date Ordered: Provide date of purchase.

Cardholder Signature: Cardholder must physically sign form - no electronic signatures.

Date: Date Cardholder signed

Budget Info: Provide correct information if known. Otherwise, leave blank.

Budget format: XX-XXX-XXX UP
(X=number and UP=Location code for Univ Park)

Free Space: Provide if known

Description: Provide if known

When form is complete and appropriate approvals are secured, either mail or fax along with supporting documentation to ITS Financial Services. ITS Financial Services will also accept email approvals with the Purchase Requisition Form attached. Please see your Unit Financial Advisor for questions regarding specific unit purchasing procedures.

**Contact ITS Financial Services for questions concerning Purchase Requisition Form completion.