|  |
| --- |
| FOR PURCHASING OFFICE USE ONLY |
| **Purchase Order #**: |
| State Contract #: |
| GL Acct #: |
| Purchase Codes: |
| Date Request Received: |
| Date Order Placed: |



#### **Purchase Request Form\*\***

**Department or Funding Source/Grant**

**(include destination of goods, if not implied)**

**Requester shall complete quantity, description of goods & services, and all vendor information.**

If total order is over $10,000, requester must attach a minimum of three (3) vendors, specifications, & supporting documentation.

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Description | Unit Price | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Subtotal |  |
|  | \*(Include Shipping & Handling If Known) | S & H |  |
|  | \*(Include Sales Tax Of 9.75%) | Tax |  |
|  | If this is a PCARD purchase, please indicate in RED at top | GRAND TOTAL |  |

|  |  |
| --- | --- |
| **VENDOR:** |  |
| Contact: |  |
| Address 1: |  |
| Address 2: |  |
| City/State/Zip: |  |
| Telephone: |  |
| Fax: |  |
| Web/E-Mail: |  |

|  |  |
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|  | **GENERAL LEDGER ACCOUNTS**  *To be completed by Departmental Supervisor* |
|  | 6205-Conference/Educ/Training |
|  | 6206-Instructional Supplies |
|  | 6207-Office Supplies |
|  | 6208-Shop/Industrial Supplies |
|  | 6209-Maintenance/Custodial |
|  | 6210-Subscription |
|  | 6211-Memberships/Dues |
|  | 6213-Promotional Items |
|  | 6226-Miscellaneous Other |
|  | 6245-Small Equip & Furniture (< $2500) |
|  | 6300-Capitalized Equipment (= > $2500) |
|  | 6302-Library (Books/Audiovisuals) |
|  | **List other accounts below as needed**: |
|  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Requester |  | Date |
|  |  |  |
| Signature of Departmental Supervisor/Budgetary Approval |  | Date |
|  |  |  |
| Signature of VP of Administration |  | Date |

|  |  |
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| \*S & H and Tax will ultimately be added to your order and will impact your budget. |
|  |
| \*\*Requester may attach additional pages as needed. |

Revised Aug 6, 2014 / AF