

[illegible]

EA (PO & INVOICE)	EP (PO ONLY)	EI (INVOICE ONLY)
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PURCHASE APPROVAL-UNIV. BUDGET	DATE	REQUISITION APPROVAL-DEPARTMENT	DATE
PURCHASE APPROVAL-UNIV. APPROVAL AUTHORITY	DATE	REQUISITION APPROVAL MANAGEMENT CENTER	DATE
EQUIPMENT MANAGER APPROVAL	DATE	DEAN OR DEPARTMENT HEAD	DATE

<b>P.O. TERMS</b>	<b>P.O. CHECK</b>	<b>P.O. HARD COPY</b>	<input type="checkbox"/> QUOTATION	<input type="checkbox"/> MAIL
<input type="checkbox"/> CWRU TERMS	<input type="checkbox"/> LEAVE BLANK	<input type="checkbox"/> MAIL <input type="checkbox"/> DO NOT MAIL	<input type="checkbox"/> REP.	<input type="checkbox"/> CONTRACT
<input type="checkbox"/> OTHER _____			<input type="checkbox"/> PHONE	<input type="checkbox"/> FAX
<input type="checkbox"/> DEPOSIT \$ _____	<input type="checkbox"/> FILL IN AMOUNT \$ _____	<input type="checkbox"/> FAX _____	<input type="checkbox"/> INTERNET	

CONFIRMED VIA <input type="checkbox"/> REP. <input type="checkbox"/> PHONE <input type="checkbox"/> INTERNET <input type="checkbox"/> MAIL <input type="checkbox"/> FAX	CONFIRMED TO	DATE ORDER PLACED	PLACED BY
COMMENTS/SPECIAL INSTRUCTIONS			

## COMPLETING THE PURCHASE REQUISITION

Please type or print all required information. Make sure all information is complete and accurate. Purchase requisitions filled out incorrectly or incompletely may be returned to the originating department without action. Do not use multiple purchase requisitions for a single order. If additional description space is required a sheet of paper should be attached to the purchase requisition. Do not use a purchase requisition for Plant Services work orders, campus moving requests or animal orders from the Animal Resource Center.

**Date** - Date the purchase requisition is completed.

**Deliver To** - Indicate the person the material is to be delivered to. This must include a name, building, location code (your department's Zip + 4 code), room number and phone extension.

**Return Blue Copy of P.O. To** - Indicate the person, building, location code (your department's Zip + 4 code), room number and phone extension the blue confirming copy of the purchase order should be sent to.

**Ship to Arrive** - Complete only if a deadline is to be met. The listing of a specific date indicates the requester accepts any additional costs incurred to meet the specified delivery date. Do not use "ASAP" or "RUSH".

**Account Name** - Name of the account designated within the department, if appropriate.

**Account Number** - Eleven-digit active University account number.

**Department** - Complete department name.

**Account Expiration Date** - If the account expires within the month to be ordered, so indicate.

**Direct** - Check this box only if the vendor is delivering directly to the department or if this order is for an in-house repair.

**Pick-up** - Check this box only if the department is picking this order up from the vendor.

**Suggested Vendor** - Suggest a possible or preferred vendor, if known. Include address, phone number and fax number, if available.

**ONLY ONE VENDOR PER PURCHASE REQUISITION**

Note: The Purchasing Department reserves the right to purchase from a vendor other than the one suggested.

**Quantity** - Quantity of item(s) requested.

**Unit** - Unit of issue for each item requested (e.g. ea, dz, ml, oz). If unsure, use "ea" as a guideline for default ordering.

**Catalog Number** - Vendor's catalog number for each item requested.

**Description** - Description of each item requested.

**Unit Price** - Cost per unit of issue, if known. If prior quotations have been obtained, the originals should be attached to the purchase requisition.

**Extended Cost** - Quantity times the unit price.

**Signature Approval(s) and Date(s)** - A signature of an authorized departmental person and the date signed is required.

Supplemental approval signatures should be obtained based on the University organizational unit, dollar amount of the order, the specific goods or services requested, and/or the university account number to be charged (refer to the Purchasing Policies and Procedures Manual, section PURREQ.2A).

In addition, the commodities listed below require special approval by the department/individual indicated prior to the Purchasing Department processing the order as referenced in section PURREQ.2B.

<u>Commodity</u>	<u>Approvals Required</u>
Alarm Systems, Card Readers, Restricted Locks, Surveillance Equipment	Security Office
Contracts	Contract Coordinator (Purchasing Department) and/or Attorney's Office
Copy Machines	Contract Coordinator (Purchasing Department)
Printing & Graphic Arts	Printing Department, Publications Office
Radioactive Materials	Office of Radiation Safety
Telephone Equipment	Telecommunication Services
Vehicles, Rental or Charter Agreements	Office of Treasury Services (refer to University Travel Policy; Motor Vehicle Policy & Procedures)
Vehicles, Purchased or Leased	Vehicle Maintenance (Plant Services), Support Services Safety Services (refer to Motor Vehicle Policy & Procedures)

Formal competitive bidding is required for all purchase requisitions for materials and equipment with an aggregate value of \$2,500 or more. Attach any quotations (originals) and/or a "Bid Waiver Justification Letter" for sole or single source purchases (refer to Purchasing Policies and Procedures Manual, Section BID.1 for detailed information).

Refer to the Purchasing Policies and Procedures Manual, Sections PURREQ. 1-3, for detailed information concerning purchase requisitions. Forward only the "PURCHASING" copy (white) to the Purchasing Department. Refer all inquiries to the Purchasing Department through the preprinted "Requisition Number".