



Purchase Order Request Form

- Complete this form for all purchases over \$500. A signed and approved Purchase Order (PO) number must be obtained from Accounts Payable prior to purchase.

Requestor Name:	
Department:	
Vendor Name:	
Description of Goods/Services:	
Estimated Cost:	
Date of Request:	
Requested By (Signature/Date):	

- Additional Information Required:

For purchases in the \$500–\$5,000 range:	Provide Org/Account or Fund/Account and confirm that existing or forecasted spending will be within budget.	
For purchases \$5,000+:	Confirm if this item is in the existing capital plan (coming soon) and list the project number.	
Contract Requirement:	Is this purchase part of a vendor contract agreement? Please attach copy of contract with form.	<input type="checkbox"/> YES <input type="checkbox"/> NO

- Approvals Required:

Vice President Approval (Signature/Date):	
Accounts Payable (PO Number/Date):	