



Purchasing Request Form

Date: _____ Authorized by: _____
 Requested by: _____ Supervisor: _____
 Departmental Code: _____ Business Office: _____
 Expense Line Item #: _____ President: _____

Vendor: _____
 Address: _____

 Phone: _____
 Fax: _____

Purpose of Purchase: _____

Quantity	Item Number	Description	Unit Price	Sub Total
Total				

Circle One:

Purchase Order

Purchasing Card

Mini-PO

**Issue Check
Interfund**

1. Maximum allowable on the purchasing card is \$999.99
2. Under \$250 requires supervisor approval only
3. \$250.01-\$999.99 requires Supervisor, Business Office and President approval
4. If it is a local company that does not accept p-cards, a mini-PO must be used
5. Written quotes are required for all purchases, verbal quotes are not allowed
6. Purchase Orders are for anything over \$999.99 or a company where a mini-PO can not be used
7. Blanket PO's are for a company that will be paid over an extended period of time
8. Note on this form if it is a Blanket Purchase Order that is needed
9. Issue Check is very strict and needs to be discussed with the business Office before use