

MARYWOOD UNIVERSITY

PURCHASE REQUISITION

SEE INSTRUCTIONS ON REVERSE SIDE

<p>PO NUMBER:</p> <p>PURCHASING USE ONLY</p>

To the Purchasing Office:

<p>Deliver To:</p> <p style="border: 1px solid black; padding: 2px; text-align: center;">Please Print or Type</p>

Dept: _____

Bldg: _____

Rm: _____

Attn: _____

Phone: _____

<p>Initial the Following Box:</p> <div style="border: 1px solid black; width: 40px; height: 30px; margin: 10px auto;"></div> <p>I will Mail, Fax, Email, or Phone Order</p>

Suggested Vendor: _____

Vendor Address: _____

Vendor Phone: _____

Date Required By: _____

Today's Date: _____

Send Green Copy to:

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT	17-DIGIT BUDGET NUMBER	PROJECT ID <small>(N/A if not applicable)</small>

Requested by:	FOR PURCHASING USE ONLY:
Original Signature	Mail Date:
Of Budget Director:	Receiving Copy to:

INSTRUCTIONS

THE PROPER PROCEDURE TO PURCHASE OR OBTAIN ANY SUPPLIES, RENTALS, EQUIPMENT, OR SERVICES IS TO SUBMIT THIS "PURCHASE REQUISITION FORM" TO THE PURCHASING OFFICE.

PREPARATION OF THIS REQUISITION

Please type or print neatly.

1. State clearly where the goods are to be delivered. For accurate and prompt delivery of your order, the requisitioner MUST include a department, the building and room number, the name of the person to whom the order is being delivered, and the phone extension where the person can be contacted.
2. List the suggested vendor with complete address, zip code, and phone number.
3. State the date the item(s) are needed. Please allow sufficient lead time for a requisition to be processed. Ordinarily, it takes from one to three days to process routine purchase requests from established suppliers. Actual delivery dates depend upon individual vendors. All other purchase requests should be made WELL IN ADVANCE of the date needed.
4. Please check the box in the top right of the purchase requisition which states that whoever receives the green copy will be responsible for placing the order. Below this area please print the name of the person who should receive the Green Receiving Copy of the purchase order.
5. A complete description of the item(s) requested must be clearly printed or typed and be sufficient for an order to be placed. The exact quantity, description, and/or catalog number are required for each item. The description should be such that it can be entered exactly as written on a Purchase Order to the vendor.
6. The exact unit price, extended amount, discount (if applicable), and the expense account including the proper point classification to be charged must also be entered. A written price quote should be attached to this requisition if available.
7. The purchase requisition must be properly authorized by the person responsible for the budget. A complete signature is required for authorization; per signature, initials, or stamped signatures are not acceptable. In cases where the authorized signer will be absent for a period of time, a temporary replacement should be duly authorized to sign the purchase requisitions. In order to appoint a replacement, please contact the Budget Office at extension #6224.

A PURCHASE REQUISITION CAN NOT BE PROCESSED AND WILL BE RETURNED TO THE REQUISITIONER BY CAMPUS MAIL IF:

- Any of the items underlined above are not supplied on the requisition.
- There are insufficient funds in the budget.
- There is insufficient time to place the order and complete the purchase before the fiscal year's end.

Once a Purchase Order is issued, the Green Receiving Copy is sent to the person denoted on the purchase requisition. IMMEDIATELY upon receipt of items ordered, the Green Receiving Copy should be signed, dated, and sent to the Purchasing Office with all or any pertinent packing lists and/or invoices, as evidence that the items have been received. For partial deliveries, DO NOT HOLD the Green Receiving Copy. Back orders can be acknowledged on a Back-Order Acknowledgement Form, also available online. It is important not to jeopardize the credit rating of the University