

REQUEST TO PURCHASE INSTRUCTIONS

For purchases through outside sources, a Request to Purchase Form must be completed with proper signatures before merchandise is ordered and submitted to the Business Office in order to obtain an official Purchase Order.

Requests to Purchase must be completed with accurate information regarding the Vendor. This means: proper name, complete mailing address and making sure the company will accept a Purchase Order and will mail us a bill.

“Return PO to” section must be filled in with the name and email of the person that is to receive the electronic purchase order once it is completed. This may differ from the name of the requestor. If this section is not filled in the purchase order will be sent to the requestor.

Items ordered should be listed including current prices. A list of items may be attached for requests requiring several pages. Indicate “See Attached” on the request form. If the request totals over \$5000.00 three bids **must** be obtained before submitting to the Business Office.

In order to ensure that the merchandise will be shipped to the correct address please fill in the “Ship To” portion of the form capital letters: your name, department name and street address.

Please allow 3-5 working days for Purchase Orders to be completed and returned.

The amount of a Purchase Order is usually only an estimate shipping costs may be added to the invoice when it is billed.

Gratuities on meals **cannot** exceed 15%.

Alcoholic beverages are never allowable charges and will not be paid.

Invoices not mailed to the Business Office by the vendor, and are given to the purchaser at the time of purchase, must be turned in to the Business Office promptly for payment. All invoices must be original and itemized.