

Standing Order Fiscal Year Transfer Form

(Standing Order Fiscal Year Transfer form must be received in Purchasing
no later than June 18th)

NOTE: PLEASE USE YOUR PROCUREMENT CARD FOR SMALL PACKAGE DELIVERY (FEDEX), QUICK COPY CHARGES (KINKOS), DEEP ROCK WATER AND COPIER MAINTENANCE. THIS SHOULD ELIMINATE THE NEED FOR STANDING PURCHASE ORDERS FOR THESE PURCHASES.

Requesting Department _____

| Current PO # | New PO # (To be completed by Purchasing Office) | Vendor Name | Fund | Org | Acct | Prog | Amount | Place an <u>X</u> here if FOAPs or \$ Amount changed |
|--------------|----------------------------------------------------|-------------|------|-----|------|------|--------|------------------------------------------------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Authorized Signature(s) for above FOAPs

Return to: Purchasing Office
Carter Hall Room 1002, Campus Box 61 or
E-mail to: mary.jantz@unco.edu or
Fax: 1-1142