Standing Order Fiscal Year Transfer Form

(Standing Order Fiscal Year Transfer form must be received in Purchasing no later than June 15th)

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	Activ	Amount	Place an X here if FOAPs or $ Amount changed

Authorized Signature(s) for above FOAPs

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