Multi-Year Purchase Order Request Form

(To request reopening a PO in the next fiscal year.

Applies to current fiscal year approved POs only, and a new PO number will be assigned.)

NOTE: ALL CONTRACTS MUST BE RENEWED AND APPROVED BY PURCHASING AND CONTRACTS STAFF.

Requesting Department:		t:	Authorized FOAP Signature:			
Requestor (DEPT COPY of PO to /or ORDERED BY):		of PO to /or ORDERED BY):				
Current PO #	New PO # (Purchasing Use Only)	Vendor Name	Enter FOAP(A). If using multiple FOAP(A)s, use separate lines.	Total Amount per FOAP(A)	Keep current PO open through 6/30 Y/N	

Upload completed form to Xtender: Purchasing - Requisitions Only queue