Standing Order Fiscal Year Transfer Form

(Submit between May 22nd and August 18th 2023)

Upload completed form to Xtender:
Purchasing - Requisitions Only queue
Or email to: purchasing@unco.edu

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

Requesting Department: _____ Authorized FOAP Signature: _____

Requestor (DEPT COPY of PO to /or ORDERED BY):_____Phone: _____

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

Updated by Purchasing 3/22/23