

INSTRUCTIONS FOR ORIGINATING A PURCHASE REQUISITION

The following information must be inserted where applicable by the originator.

Ordering Department Information

- Department Copy of PO To: Name of individual to whom the completed PO will be sent
- Phone: Number for individual for whom questions about this requisition can be directed
- Department Name, Bldg/Room, Campus Box: Location to send completed PO

Ship To

- Select Warehouse, Department or Other. If Other, enter desired address.
- Pay on P-Card: Check if the order will be paid for by P-Card once the PO is established
- P-Card FOAP Signature: Signature of individual with signature authority for the FOAP to be charged. NOTE: This can NOT be the same individual whose card will be charged.

Vendor Information

- Name: Vendor name
- Bear Number: If known, enter Vendor Bear Number. For new vendors, attach a copy of their W-9. For vendors outside the United States, attach a copy of their W-8.
- Address: Address where the vendor copy of the PO should be mailed
- Phone/Contact: Number and name of individual to whom questions can be directed
- Email: Email address of individual to whom questions can be directed
- Quote #: Vendor Quote number
- PO Type: For PO's with a one time payment, select Regular Order. For PO's with multiple payments over a period of time, select Standing Order.
 - If Standing Order is selected, enter the date range over which payments will be made.
- Commodity Accounting: Select for multi-line purchases if each commodity line will be tied to a specific FOAP.
 - If left unchecked, PO will default to Document Accounting and all payments will evenly split between all listed FOAPs up to encumbered amount.

Funding

- Enter the FOAPA(s) (Fund, Organization, Account, Program, and Activity Code) to be charged, the amount, and signature(s) of the individual(s) authorized to sign for the listed dollar amount.
- Foundation approval is required on all requisitions using 328XX or 329XX. (Purchasing will obtain.)
- Grant approval is required on all requisitions using 3 Funds, except 328XX or 329XX. (Purchasing will obtain.)

Line Item Detail

- Enter Quantity, Unit Price, Unit of Measurement, and a Description for each item. The quantity and unit price will autopopulate the line total.
 - The unused description fields can be used to indicate whether the purchase pertains to a Contract, Documented Quote, RFP, or State Price Agreement.

Forward the completed form to the Purchasing Department through the Purchasing – Requisitions Only routing status in Xtender or email to purchasing@unco.edu