

REQUEST FOR PURCHASE ORDER

BOOKS & SUPPLIES

There are three steps involved in order to obtain a purchase order for books or supplies.

Step 1. Please complete this form and leave it for Van Kasiske. The official purchase order will be put into your mailbox once it has been processed and printed from the system (please allow 2-3 business days).

Step 2. Attached to the purchase order will be a copy of this request form with your purchase order entered. The vendor will keep the purchase order and give you a receipt.

Step 3. It is essential that you attach the receipt or invoice to your copy of the request form and bring it to the department as soon as possible. We cannot pay the vendor without it.

Date: _____ Not to exceed amount: \$ _____

Vendor name: _____

Your name: _____

Please identify what will be purchased:

Books Copying Computer supplies Office supplies

Other: _____

Please indicate where this expense is to be charged:

Enabling Grant Faculty Research Grant Junior Faculty Research Grant

Start Up Retention Seminar Funds American Cultures Funds

URAP Lectures & Events Holloway Poetry Series EUA EGA

R&C Working Group _____

Other: _____