

•					
REQUESTER INFORMATION		VENDOR INFORMAT	'ION		
Department:		Vendor ID:			
Requester Name:		Vendor Name:			
Requester Email:		Vendor Address:			
COMMENTS OR SPECIAL INSTRUCTIONS		ORDER INFORMATION			
		Quote #:			
		Contract #:			
		Contract #: Bid #:			
		Did II.			
		UNIT			
QTY	CATALOG NUMBER & DESCRIPTION		PRICE	TOTAL	
	_				
			TOTAL:		
		UMENTS AS NEEDED:			
\$0.01 and over: Quote (if applicable) \$5,000.01 and over: Disclosure Statement (Act 2001-955) & 2 Quotes \$25,000.00 and over: Bid # or Contract # ** NEVER ATTACH AN INVOICE WITH THE REQUEST FOR PURCHASE ORDER **					

UNIVERSITY POLICY: The President and Vice President of Financial Affairs are vested with the sole authority to issue purchase orders and obligate the university. No individual may place direct orders. The university will assume no obligation except on a previously issued and duly authorized purchase order.

BUSINESS OFFICE USE ONLY	APPROVALS	
Account Number:	Requester:	
Funds Verified:	Director/ Dean:	
Date:	Vice President:	
Purchase Order:	President:	
Turchase Order.	Date	