INSTRUCTIONS FOR PREPARING REQUISITION FORM

This form is used to request the issuance of a check or purchase order for the purpose described below.
DO NOT USE FOR PAYROLL FOR INDEPENDENT CONTRACTOR.
This PDF is writable, please type or print clearly.

A. GENERAL PURPOSE: CHECK REQUEST

1. Expense Advances or Travel Advances
   - Advance checks for expenses to be incurred involving Foundation business.
   - Home address and social security number are required for settlement purposes.
   - Travel advances will not be processed without a fully signed Travel Authorization.
2. Reimbursements to Individuals for Travel or Other Expenses Related to University Business
   - Same as #1 above
3. Prepayment of Registration Fee for Conferences
   - Please include a copy of the registration information for our records.
   - If absence from work will exceed four hours and/or will require travel over 25 miles from workplace, please submit fully signed Travel Authorization.
4. Establishment of Replenishment of Petty Cash
5. Subscriptions: Please attach documentation (e.g. invoice)
6. Special Purpose Usage: Check requests for royalty, tax, & insurance payments, refunds, permits, & invoices.

B. REQUEST FOR PURCHASE ORDER: ALL VENDOR PURCHASES

1. Issue Separate Requisition for Supplies and Equipment.
2. All Supplies and Equipments Purchases
3. All Requisitions for Equipment
   - Equipment is defined as an item costing $5000 or more with a useful life of 2 years or longer.
   - Must be accompanied by three quotations or justifiable sole source.
4. Sole Source: When the item you're requesting must match w/existing equipment needed to maintain standardization, or when continuity of service is required, please explain that in a separate signed memo stapled to the requisition.
5. Unique: When the item or service you are requesting is unique, or has unique featured which make it the only one which will meet your requirements, please explain your requirements in detail in a separate memo stapled memo stapled to the requisition.

C. PREPARATION INSTRUCTIONS

1. REQUISITION FOR: Please check the appropriate box to indicate whether a purchase order, check, journal voucher (J.V.), or wire transfer is to be issued.
2. ROUTING: Please check the appropriate box to indicate where the requisition should be delivered. If you are requesting a hold for pickup, please provide the name and contact number of the person to contact when the check is ready.
3. REQUIRED INFORMATION: Please complete all 5 areas.
   - ACCT #: Enter the primary SJSU Foundation account number to be charged. (If funding is split, indicate ACCOUNT#/OBJ CODES and INVOICE AMOUNTS in the "Accounting Use Only" section
   - DATE: Enter the month, day and year in which the form is being completed.
   - PHONE: Enter the telephone extension of the individual/contact who is requesting the check or P.O.
   - DEPT: Enter the complete name of the department that is issuing the request.
   - ZIP: Enter the SJSU Intercampus 4-digit zip code of the requesting department
4. TO: In this section, please provide a full name and a complete and current address if you selected "MAIL TO PAYEE". If you selected "MAIL INTERCAMPUS", please provide their full name and 4-digit campus zip.
5. DELIVER PURCHASE ORDER ITEMS TO: Please fill in the name, building, and room number.
   NOTE: This is so that the University Receiving Department will know exactly where to deliver the items.
6. QTY, DESCRIPTION, AMOUNT & TOTALS: (totals will automatically calculate)
   - A quantity must be entered in order for the total calculations to work properly
   - Provide a detailed description for each line item (i.e. catalog number, etc.)
   - Enter the "UNIT PRICE"; the "AMOUNT" column will automatically calculate (QTY x UNIT PRICE = AMOUNT)
   - TOTAL = Subtotal + Tax + Shipping (If there is no tax or shipping, please leave blank)
7. SIGNATURE: PROJECT AUTHORIZED SIGNATURE ONLY – If a person has not been authorized to sign on a project, the requisition will be returned for an authorized signature.