

PURCHASE ORDER/REQUISITION FORM



One Washington Square
San José, CA 95192-0184
T 408-924-1161
F 408-924-1512
www.sjsu.edu/towerfoundation

ACCT # _____
DATE _____
PHONE _____
DEPT. _____

REQUISITIONS:

- Checks
- Indep Contractors
- Travel Advances
- Reclassifications

PURCHASE ORDERS:

P.O. Number _____

(Vendor payment invoices to be sent to Tower Foundation, referencing acct number above.)

ROUTING:

- Mail to Payee
- Mail Intercampus Ext ZIP _____
- Pick up Phone _____

TO (Vendor):

Deliver Purchase Order Items to: (Name, Building, Room)

Social Security Number or Federal ID Number _____

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
		SUBTOTAL	
		TAX	
		SHIPPING	
		TOTAL	

I certify that the expenditures incurred are appropriate to this account and no other source or reimbursement will be claimed. My signature below also certifies that the activity or item for which payment is requested supports the educational mission of San José State University.

 Authorized Signature

 Date

Tower Foundation Accounting Use Only

OBJECT CODE	INVOICE NUMBER	INVOICE AMOUNT	INVOICE DATE	ADDTL TAX
Tower Foundation Approval:			Date:	
HT Entered by:			Date:	

PURCHASE ORDER/REQUISITION FORM

I. GENERAL PURPOSE – CHECK REQUISITIONS

- A. General Reimbursements:** Such as supplies, materials, subscriptions, postage, mailings, replenishment of petty cash funds, and other expenses necessary to accomplish the general purpose of the project.
- B. Independent Contractor Payment:** Once an independent contractor has completed an agreement defining the scope of services and other related terms and conditions, any invoices submitted by the contractor shall be processed using the requisition form.
- C. Travel Advances:** Advance checks for expenses to be incurred involving Tower Foundation travel. Travel advances will not be processed without fully signed Travel Authorization.
- D. Reclassifications:** If an expense has been incorrectly charged to an account and needs to be reclassified to another account, complete the requisition describing the transfer needed and why.

II. VENDOR PURCHASE ORDER REQUESTS:

- A. All Supplies And Equipment Purchases.** Complete this form in order to establish advance purchasing with a vendor. Items should be delivered directly to the department of the account holder. Once goods are received, receipt information should be forwarded to Tower.
- B. Purchases For Equipment.** In general, all equipment should be purchased with advance approval and an established vendor purchase order in place. Equipment is defined as an item costing \$5,000 or more with useful life of 2 years or longer. Equipment purchases should be pre-arranged through purchase orders and should be accompanied by three quotations or justifiable sole source. SOLE SOURCE can be used when the item you are requesting must match with existing equipment needed to maintain standardization, or when continuity of service is required; or when the item or service you are requesting is UNIQUE, or has unique features which make it the only one which will meet your requirements. Please explain your SOLE SOURCE in detail in a separate memo submitted with the requisition.

III. HOW TO COMPLETE THIS FORM:

1. **ACCOUNT NUMBER, DATE, PHONE AND DEPARTMENT** information are required in the top right box.
2. **REQUISITION FOR:** Check appropriate box to indicate whether reimbursement checks, independent contractor payment, travel advance or expense reclassification is to be issued. If you're requesting a travel advance, please attach a Travel Authorization form.
3. **PURCHASE ORDERS:** Check box if a P.O. is required. Tower Foundation will provide a P.O. number. If a telephone P.O. is needed, call Tower directly at 4-1161 and one will be issued.
4. **ROUTING INSTRUCTIONS:**
 - Mail To Payee:** Provide the complete address in Vendor box below and check will be mailed.
 - Intercampus Mail:** Provide extended zip and the check will be delivered via intercampus mail.
 - Hold For Pickup:** Provide an on-campus extension and the department will be called when the check is ready for pick-up.
5. **“TO” VENDOR INFORMATION:** Enter the full name of the individual or vendor to receive the check or purchase order.
6. **DELIVER PURCHASE ORDER ITEMS TO:** Please fill in name, building, and room number. This advises the University Receiving Department on where to deliver the items.
7. **DESCRIPTION:** Provide sufficient information to clearly describe items, quantity, amounts, taxes, shipping, etc.
8. **SIGNATURE: PROJECT AUTHORIZED SIGNATURE ONLY** – If a person has not been authorized to sign on a project, the requisition will be returned for authorized signature.