



## REQUISITION / PURCHASE ORDER FORM

### I. GENERAL PURPOSE – CHECK REQUISITIONS / RECLASSIFICATIONS

- a. **GENERAL REIMBURSEMENTS:** Such as payments of independent contractors, supplies, materials, subscriptions, postage, mailings, and other expenses necessary to accomplish the general purpose of the account.
- b. **FOR INDEPENDENT CONTRACTORS:** 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. An independent contractor agreement must be approved by Tower Foundation BEFORE commencing work.
- c. **RECLASSIFICATIONS:** To transfer funds between Tower accounts, complete the requisition describing the transfer needed.

### II. VENDOR PURCHASE ORDER REQUESTS

- a. **ALL SUPPLIES AND EQUIPMENT:** 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. **PURCHASE FOR EQUIPMENT, FURNITURE, AND OTHER ASSETS:** In general, all assets should be purchased with advance approval and an established vendor purchase order in place. Assets are defined as an item costing \$5,000 or more with useful life of 2 years or longer. Asset purchases should be pre-arranged through purchase orders and should be accompanied by three quotations or justifiable sole source if it exceeds \$25,000. 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, CONTACT NAME, PHONE, AND DEPARTMENT** information are required in the top right box. Requisition number is optional.
2. **RSCA (Research, Scholarship, Creative Activity):** Confirm Yes or No if the transaction supports RSCA-related activity. Collection of this data is required as part of campus-wide reporting.
3. **REQUISITION FOR:** Check appropriate box to indicate whether requesting a check or reclassification.
4. **Purchase orders:** Check box if a P.O. is required. Tower Foundation will provide a P.O. number.
5. **Routing Instructions:**
  - a. **Mail to Payee:** Provide the complete address in Vendor box below and check will be mailed.
  - b. **Intercampus Mail:** Provide extended zip and the check will be delivered via intercampus mail.
  - c. **Hold for Pick-up:** Provide an on-campus extension and the department will be called when the check is ready for pick-up.
6. **“TO” VENDOR INFORMATION:** Enter the full name of the individual or vendor to receive the check or purchase order.
7. **DELIVER PURCHASE ORDER ITEM TO:** Please fill in name, building, and room number. This advises the University Receiving Department on where to deliver the items.
8. **DESCRIPTION:** Provide sufficient information to clearly describe items, quantity, amounts, etc.
9. **AUTHORIZED SIGNATURE:** If a person has not been authorized to sign on a project, the requisition will be returned for authorized signature.
10. **“ONE-UP” APPROVAL SIGNATURE:** Is required for all reimbursements or payments to the account signer (i.e. the approval of the supervisor).