

PURCHASE ORDER REQUEST

DATE:

FISCAL YEAR:

FUNDING

- State
 Request New PO

- UBF
 Request New PO

Business Purpose
Explanation:

Account #:
Amount:

Account #:
Amount:

Account #:
Amount:

Total Amount:

ITEM DESCRIPTION

VENDOR INFORMATION:

Contact:
Address 1:
Address 2:
City:
State: Zip:
Phone:
E-mail:
 New vendor?

SHIP TO INFORMATION:

Contact:
Address 1:
Address 2:
City:
State: Zip:
Phone:
E-mail:

Note to Buyer:

- Attachments (i.e. quote, invoice, contract, W9, single source justification letter, etc.)

Prepared By:

Approved By:

(signature required)

*Submit to Finance and Administration, 117 Jacobs for processing.
See reverse for additional information.
Contact Melissa Korte (mkorte@buffalo.edu), 645-8186 with questions.*

Which form do I use?

Purchase Order Request

For state, UBF, and RF purchases for any dollar amount. Submit to Finance and Administration for processing.

Examples include:

- event orders
- hotel bills
- furniture
- equipment

DR

A DR is used to process an invoice that is being paid using UBF funds if a PO has not been issued in advance. Submit to Finance and Administration for processing.

Business Purpose

A business purpose should answer five basic questions:

1. Who was involved in the activity related to the expense?
2. What activity does the expense represent?
3. When did the activity occur?
4. Where did the activity take place?
5. Why or how does the expense relate to university business?

Not all questions will apply to every transaction, but the information should be included when applicable.