FSHN PURCHASE ORDER REQUEST FORM

Instructions:

- *You would complete this form for purchases > $5,000, acquisition of equipment, furnishings, construction services, maintenance services, and professional & contractual services.*

- *Remember, faculty and staff do not have signature authority for the University. DO NOT sign agreements. You will complete this form and attach the documents.*

- *Purchases $10,000 - $74,999 require written quotes from 3 or more vendors or a written justification why quotes were not obtained.*

- *Purchases of $75,000 and above will have a formal competitive bid. Procurement will assist with this. You will complete this form as you would a PO Request and the fiscal staff will begin the process. (Commodities and contractual services available only from a single source may be exempt from the bid requirements.)*

- *Purchases of $1,000,000 and above will be reviewed and approved by the President or designee. Contracts and software licenses will go through legal review.*

- *To reduce costs and streamline our processes, we no longer accept paper forms. This form along with the back-up needs to be submitted electronically to FSHN-Admin@ifas.ufl.edu.*

Requestor's Contact Information

Name: **Phone:**

Email: **Faculty Name:**
                                                                  (if different)

Vendor's Information

Vendor Name:

If there is a specific person that you worked with when creating this quote, please provide those details below.

Vendor Contact: **Vendor Phone:**

Vendor Email:

Brief Description of Purchase or Scope of Work:
- *In layman's terms so that we can code it properly.*
- *For Services, include begin / end date.*

Special Instructions:
- *Include physical address for alternate locations and desired delivery date, if applicable.*
- *For Services, include compensation and payment schedule.*

Estimated Total:

Account to Charge:

_____

Internal Office Use Below: *Some expenses require additional approvals. Student Activities = Herschel   M&S and Equipment = Sharyn*

Account Code:

Add'l Approver Initials   Post-Award or Admin Manager Initials

Notes:

Posted to fiscal spreadsheets

Revised 07/23/21