

# Purchase Request form (PR)



PR forms are due to OSI Front Desk prior to your purchasing needs.

- **Three weeks prior** for: online orders; swag orders; Pcard with exceptions.
- **Two weeks prior** for: POs for restaurants, stores; IRIs.
- **Must be typed.** Handwritten revisions okay.

## Contact Information (all info required)

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Purchase Method (select one)

### 1. Purchase Order (PO)

Date PO needed: \_\_\_\_\_

Time PO needed: \_\_\_\_\_

- PR must be received two weeks prior to date needed
- Must use PO to purchase gift cards

### 2. Purchasing Card (Pcard) (select method)

a. Online purchase

b. In-store

c. Call in

- Online orders: account for delivery time & and attach online shopping cart to the PR.

### 3. IRI (Catering, Fac Ops Parking Services only)

- Catering requires a catering request form (in addition to the PR) and at least 2 weeks advance notice

*For contracts complete the Contract Request form.*

## Account Information (select one)

1. Org Budget # \_\_\_\_\_

Line Item: \_\_\_\_\_

2. Senate Funding (6272-0200)

Bill #: \_\_\_\_\_

3. Club Sustainability (6272-0500)

Club Name: \_\_\_\_\_

4. Club Operating Budget (6272-0023)

Club Name: \_\_\_\_\_

5. Split between budgets or line items

Budget 1 #: \_\_\_\_\_ %: \_\_\_\_\_

Line item: \_\_\_\_\_

Budget 2 #: \_\_\_\_\_ %: \_\_\_\_\_

Line item: \_\_\_\_\_

Special instructions: \_\_\_\_\_

## Justification

Purpose of purchase: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Time (start and end): \_\_\_\_\_

Event Location: \_\_\_\_\_ Event is (select one):  Invite Only  Open to All

## Vendor info

Vendor Name: \_\_\_\_\_ Vendor Contact Name: \_\_\_\_\_

Vendor Address (Street, City, State & Zip): \_\_\_\_\_

Vendor Phone: \_\_\_\_\_ Vendor Fax: \_\_\_\_\_

Website (online orders): \_\_\_\_\_

## Items to be purchased

Each of these items must be listed out with a dollar amount in the table below.

- Food (indicate type: pizza, sandwiches, snacks, etc.)
- Prizes/giveaways (list type of item; include gift card value)
- Supplies and/or decorations (separate from food)
- Online orders: attach a shopping cart of the items to be purchased

Item(s) to purchase	Quantity	Price	Item(s) Total

Order sub-total: \_\_\_\_\_

Shipping: \_\_\_\_\_

Tax (8.4%): \_\_\_\_\_

Total: \_\_\_\_\_

## Post purchase/event documents

The following documents are due within 3 business days after your purchase or event based on your purchasing plans. Submit to the OSI front desk.

- Itemized receipt or invoice, write event name and budget number on top
- Prize sheet
- List of attendees (if food was for an invite-only event)

## Approval

By signing the PR form, I understand I, and my organization, are responsible for submission of all related purchasing documentation (receipt or invoice and as applicable, prize sheet, list, etc.).

Authorized Student Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Advisor/Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Authorized advisors/supervisors: Nikki Hinshaw, Cambri Shanahan, Amanda Weingarten*