

**REQUEST FOR PURCHASE ORDER**

**INSTRUCTIONS:**

- This form to be completed for purchases over \$700 including tax, or on any personal services contract, regardless of cost.
- All purchase orders for less than \$3500 will require justification to note why the items or services could not be purchased through eProcurement or a department Procurement Card.
- Submit completed form to Finance & Administration, Box 359504 with invoices or receipts attached.

**FORM PREPARED BY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUDGET:**  **TASK:**  **OPTION:**  **PROJECT:**

QUANTITY	OBJECT	ITEMS	AMOUNT	COMMENTS
<b>TOTAL</b>				

**OBJECT CODES (MOST COMMON)**

02-21 Performing Artists	03-30 Memberships & Dues	05-25 Staff Recognition Awards
02-31 Marketing Services	03-36 Subscriptions/Periodicals	05-40 Non-expendable Equipment (under \$2k)
02-32 Communication Services	03-51 Printing/Reproduction	05-45 Software Licenses (<1M each)
02-95 Misc Professional Services	03-53 Postage	05-64 Office Supplies
02-99 Misc Purchased Services	03-84 Rental – Audio Visual	06-18 Software Licenses (>1M each)
03-29 Licenses & Permits		

**CHECK ONE:**

- ☐ **\$3500 or less** – F&A places order; justification required for not using eProcurement or a Procurement Card
- ☐ **Over \$3500** – Purchasing/Buyer must obtain bid; sole source justification required (contact F&A for more information)

**JUSTIFICATION:** If requesting a sole source or if the purchase is for less than \$3500 please provide justification.

**SPLIT:** (If splitting the charges by multiple budgets and/or multiple project/option/task codes, please describe the split(s). In addition, please complete a Request for Shared Purchase. Forms are available online: [http://www.washington.edu/admin/purchstores/docs/PR3\(1295\).pdf](http://www.washington.edu/admin/purchstores/docs/PR3(1295).pdf))

**DESCRIPTION/PURPOSE:**

**VENDOR ADDRESS:** \_\_\_\_\_

**VENDOR CONTACT:** \_\_\_\_\_ **VENDOR TELEPHONE:** \_\_\_\_\_

**BUDGET MANAGER:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

(Print Name)