Instruction for Completing the Purchase Requisition

To Receive a Purchase Order (PO) Number or a Direct Pay over $1,000.

1. Receive an itemized quote from the vendor.

2. Complete a Purchase Requisition Form:

   Section 1: Basic Information
   - Approved by: Leave blank.
   - Date: Leave blank.
   - Total Dollar Value: Total price quoted.
   - Date of Request: Date this form is submitted.
   - Club/Organization Charged: Student Organization Name
   - Requested by: Name of person completing the form or point person for this event/purchase.
   - Telephone #: Phone number of person completing the form or point person for this event/purchase.
   - Date Required: Date Purchase Order number is needed by. Remember, requests should be made at least 2 weeks in advance.
   - Delivery: Leave blank.

   Section 2: Item Information
   Please note, you do not need to complete
   - Item No: Leave blank.
   - Quantity: Leave blank.
   - Description: Describe the item (i.e. “T-Shirts”) and write “see attached quote.”
   - Unit Price: Leave blank.
   - Extension: Leave blank.

   Section 3: Preferred Vendor
   - FEIN Number: Found on the W-9 if this is a new vendor, otherwise leave blank.
   - Total Price Quoted: Total order amount.
   - Name: Name of company. This is who will be receiving the final payment.
   - Address: Mailing address of company.
   - City, State, Zip: City, state and zip code of company mailing address.
   - Contact: Name of sales representative. This is the person who will be receiving the Purchase Order number.
   - Phone Number: Direct phone number of sales representative. This is the person who will be receiving the Purchase Order number.
   - Fax Number: This is where the PO Number will be sent.

   Section 4: Account Distribution
   - Banner Index = BAM Index Number
   - Account = Leave blank.
   - Percent = Leave blank.
   - Amount = Total Amount Being Spent

   Signatures:
   - Requestor/Treasurer = Student signs and dates.
   - Advisor = Student Organization Advisor signs and dates.

1. Attach:
   - Minutes
   - Quote
   - If the vendor has never done business with Eastern: The company’s W-9 must also be attached.
   - For apparel or items with custom artwork: Attach all artwork or written approval from Kevin Paquin (paquink@easternct.edu).

2. Submit to Student Activities

   Next Steps:
   1. SABO will send a Purchas Order (PO) Number directly to the company. We suggest checking in with the vendor after submission to ensure they have receive the PO Number.
   2. After you receive the items, write “OKAY TO PAY”, sign and date the final invoice and send directly to SABO.