

REQUEST FOR PURCHASE ORDER Or PROCARD PURCHASE

ProCard Order (Total must be under \$1000.) Payment made by MasterCard. Has order been placed? _____



Before you request a PO under \$1000, be **sure** the vendor will not accept MasterCard.

Purchase Order

- Check needed at time of event. Contract supplied by vendor must stipulate this.
- Order \$5000 or over. Attach three written quotations or bid waiver justification.
- Equipment \$5000 or over per item. Where will this item be kept?

Vendor:	Telephone:
Address:	Fax:
Contact:	

Program/Event Information (purposed of purchase), include date, and location if applicable:
Budget Category*

* **Budget Categories** are specific to your group's funding and might include publicity, social events, major concert #1, non-SAC expenses, etc. * **SAC groups:** It is your responsibility to report Non-SAC expenses here.

Qty	Cat/Mod #	Description	Item price	Total
Total:				\$

Organization:

Treasurer's Approval	E-mail/phone	Submitted

OFFICE USE:

PO#	Date	by
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PCard Holder	Called in to	Date	by
PCardDr# and Date		Reallocated by	Date

