

Date: 1/1/20

BLOOMSBURG UNIVERSITY

Date Received (Stamp below):

**NOTE: All information in red must be completed prior to turning into CA Office for processing**

**HUSKY FUND**

Please note: Purchase Orders take 2-3 Business Days minimum to process and issue to the vendor

**Check (x) Appropriate Item Below:**

Request for Deposit: \_\_\_\_\_

Request for Payment: \_\_\_\_\_

Request to Purchase: XX Means you are requesting a purchase order

The PO Request is step one, once order is rec'd, the org/grp must check order and if everything is rec'd and to your satisfaction, the invoice must be signed, marked "OK to pay" with org/grp name and turned into the CA Office to pay the vendor. This should be done as soon as the order is rec'd and complete, to pay the vendor in a timely fashion.

**Husky Fund Account Name (Group /Org Name) #1234 (Group/Org 4 digit account #)**

NAME OF ACCOUNT ACCT #

A salmon copy of the purchase order will be mailed to your campus mailing address when the order is faxed

**Example: Team /Member Apparel Order**

**LINE ITEM EXPENSE / CHARGE DESCRIPTION:**

**REQUISITIONS MUST BE IN THE COMMUNITY ACTIVITIES OFFICE BY TUESDAY AT NOON IN ORDER TO BE CONSIDERED FOR THE CURRENT WEEK'S CHECK RUN, FOR PICK UP AFTER 10:00 AM FRIDAY**

*INCLUDE NAME, ADDRESS, ZIP CODE AND FAX NUMBER OF FIRM. IF VALUED AT \$5,000 OR GREATER, BIDS MUST BE ATTACHED.*

**VENDOR / PAYEE: NAME - ADDRESS - FAX - PHONE:**

*Wagners* Note:  
*123 East 2nd Street* 1. Must be Company's full  
*Danville, PA 17821* PO Mailing Address

**SHIP TO ADDRESS (FOR PO'S ONLY):**

This box is only used if the goods you are ordering are being shipped to a different location off-campus, otherwise all orders will be picked up by your organization or mailed to the CLE Office on-campus automatically

PHONE # **570-275-1234**

FAX # **570-275-5678** (if blank, PO will be USPS mailed)

NOTE: PO's will be faxed or mailed unless otherwise noted

SPECIAL INSTRUCTIONS:  
**Order Email Address: [vendorgiven@carrier.net](mailto:vendorgiven@carrier.net)** Note: Due to COVID-19 and remote working status, emailed PO's are being accepted

QTY	DETAILED DESCRIPTION OF TRANSACTION	UNIT PRICE	TOTAL AMT
10	Order team/member apparel for Fall 2020, per attached quote		
10	Maroon t-shirts (5-med/5-lar)	5.00	50.00
	Gold sweatpants (5med/5-lar)	20.00	200.00
		<b>Total:</b>	<b>250.00</b>
<p>*Note to user: Order should not be placed, the faxed/emailed purchase order will place the order... a copy of the obtained quote must be attached to this requisition and if the order is over \$5000, three quotes are required (see notation above) and the group should be using the vendor with the best price</p> <p>*Note to user: Purchase orders can only be generated if funds are available at the time of request</p> <p>*Note to user: Always provide the phone number for the person completing the form, obtain your adviser's signature and attach all supporting required prior to submission</p> <p>*Note to user: This process can be used for pizza orders at local locations and/or can be used to request the use of CGA's local Walmart card (Bloomsburg store) to prevent out-of-pocket expenses to students (when done in advance)</p>			
<p>NOTES (ie. "will pick up check", needed by dates, mail with forms, etc.):</p> <p><b>Date that org/group would like to pickup card/copy of PO or other important processing notes</b></p>		<p>Check Total: _____</p> <p>Cash/Coin Total: _____</p> <p>Deposit Total: _____</p>	<p><b>NOTE: This section is only used for deposit transactions</b></p>

**Requested by:**

**Faculty Advisor/Administrator:**

*Your name (Ex. Dawn Ritter)* Your Ph # (Ex.)570-389-4465

*Your Org/Grp Adviser (Ex. Neil D'Amato Adviser Ph # (Ex. 570-389-4464)*

Signature Telephone #

Signature Telephone #

**COMPROLLER**

DATE DUE: (office use)

PO # (office use only)