For Office Use Only

Vendor ID: _____ Req. ID: _____ PO No. _____ Receipt No. _____

BGSU Firelands

Request for Purchase Order

Vendor Name & Address:

_____

_____

_____

Phone #: _____

Fax #: _____

If this is a new vendor, please attach completed
BGSU New Vendor data information forms as required.
Forms found at: http://www.bgsu.edu/offices/purchasing/page49621.html.

Date: _____

Requested by: _____

Dept. Chair/Spvr. Approval: _____

Director, Budget & Operations: _____

Budget Information:

Fund	DCC	Project/Grant	Account

Category: _____

Quantity	Item or Catalog #	Units	Description	Unit Price	Total
				$	$

Attach any other relevant information that may assist in placing the order.

Subtotal	$
Shipping	$
Order Total	$

NOTE: This is NOT a purchase order and does not authorize the requesting party to purchase these materials on behalf of Bowling Green State University. An official purchase order will be sent directly to the vendor by the BGSU Purchasing Office.

This request should be submitted well in advance of the needed date in order to ensure adequate processing time.