**Purchasing Order (PO) Request Form**

**Purchase Order Dollar Amount (include shipping):**

**If your purchase order is $10,000-49,999 complete the price comparison form:**

https://policy.umn.edu/forms/search-results?combine=1819

**For the approval of this expense:**

1. New PO’s that are emailed must have a Department Head or Director CC’d verifying to our office that the expense has been authorized
2. PO invoices require a signature from the individual who has certified the goods have been received.

**Required Department Information:**

Department Contact Name:

Department Phone:

Fund:

Department ID:

Program:

Project (only if sponsored account):

Chartfield 1 (CF1):

Chartfield 2 (CF2):

Justification (Why, What, Who, Where and When):

**Required Vendor Information:**

Vendor Name:

Contact Name:

Contact E-mail:

Phone:

Fax:

Address:

Remit to Address:

**Provide Documentation if available**

Please attach any estimates, quotes, or other information you have to go with this purchase order.

**Authorized Signature Date:**

Please send this form to Dana Perreault in the Business Office/Selvig 121 or email: [grune021@umn.edu](mailto:grune021@umn.edu)