

Purchase Order Request Form

(email to Myra Sully: early@illinois.edu)

Click to
email to Myra

If request is over \$10,000, please be sure to provide multiple quotes from competing vendors (at least one additional quote), or the small purchase quote waiver.

***Asterisk required**

*Date of PO request:

*Vendor Name:

Vendor ID No.:

*What is being purchased:

*Amount of Purchase order:

*Is shipping included in quoted price: Yes No

*Account to be charged: C F O A P A

*Service: Equipment: Supplies:

*Standard PO (Single use) Standing PO (Multiple use)

Special payment: Pre-payment Wire transfer (attach wire transfer information)

Trade In

Ptag#:

Item Description:

Serial Number:

Model Number:

Trade in allowance:

Other pertinent information:

Requestor: