UCI Student Life And Leadership
Purchase Order Requisition Form (Non PAL Card Purchases)
UCI Purchasing Methods Guide

Program Title: _____

*KFS Account #	Sub Acct #	Object	Sub-Object	Project	Org. Ref. Id

*required field

NEW Request for Taxpayer Identification Number and Certification OnBoarding Process

VENDOR / STUDENT INFORMATION
For students, just provide name and StudentID.

Vendor / Student Name _____

Vendor #* / StudentID* _____

ALL VENDORS (except students) must be OnBoarded or invited before use. Use KFS Vendor Lookup to find Vendor #.

For NEW vendors, decide if vendor should be onboarded as Disbursement Voucher (DV) or Purchase Order (PO). See Requesting to Invite a Vendor in PaymentWorks.

High Value Bids		Submitted By	Extension #
If purchase is over $5000, at least 3 bids are required. Attach final estimate of all bids. If lowest bid is not chosen, please submit an explanation paragraph for cost justification.			

Requisition Date	Date Needed

Ship To/Delivery Location

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

(List items or check if list is attached) ☐

Item #	QTY	Unit	Description	Unit Price	Total Price
1					
2					
3					
4					
5					
6					

	Total
Subtotal	
Tax	
Shipping	
Total Amount	

Please describe the purchase and explain why it was necessary to conduct university business (400 characters max):

Priced by name printed _____ Ext.# _____

Priced by signature _____ Date _____

Authorized Signature _____ Date _____

For Office Use Only

Purchase Order #	Purchase Order Value
	☐ High Value ☐ Low Value