

## **PURCHASE REQUISITION COMMON DESCRIPTIONS**

\*\*\*In order to process your request in a timely manner there are some suggestions below that will help. When detail is missing on a request we need to make contacts in order to get more complete information, which takes more of your time and ours as the Business Office staff. Be descriptive rather than general to give proper information to the Business Office and the vendor.

**Subscription renewals and membership renewals** do not need to go thru the purchase request system. Please submit your renewal form with budget manager signature and account number to charge to the Accounts Payable Office.

Please use the following descriptions as specified:

**“Open Purchase Orders”:** This type of p.o. should only be used for small, recurring purchases such as office supplies, technical supplies, flowers, and other misc. uses depending on your department’s duties.

OPEN PURCHASE ORDER FOR (DESCRIPTION OF SERVICE/PRODUCT AND PURPOSE). WHEN THIS AMOUNT HAS BEEN REACHED OR ON JUNE 30, 2001 A NEW P.O. MUST BE ISSUED.

### **Airline/Travel Arrangements:**

AIRFARE FOR (NAME OF PERSON) ON (DATES OF TRAVEL)  
TO ATTEND (NAME OF CONFERENCE, ETC. REASON FOR TRAVEL).

### **Conference registrations:**

CONFERENCE REGISTRATION FOR (NAME OF PERSON)  
TO ATTEND (NAME OF CONF) ON (DATES OF CONF).

**Cash Advances:** (Note: Cash advances are given on a case by case basis for large events or extended travel.) PLEASE ALLOW 5 WORKING DAYS FOR US TO PROVIDE YOU WITH AN ADVANCE.

Note: Use SS# of person to whom the advance is payable to in the Vendor ID field of the purchase requisition to place their name on the request.

(CASH OR CHECK) ADVANCE FOR (PURPOSE OF ADVANCE AND A BRIEF DESCRIPTION OF THE TYPES OF PURCHASES TO BE MADE)  
ON (DATES OF EVENT). PLEASE HAVE (CHECK OR CASH)  
READY BY (DATE NEEDED). (IF CASH, PLEASE SPECIFY \$  
\$ INCREMENTS NEEDED)

### **Itemized orders:**

Please give full descriptions of what items are being ordered as well as catalog numbers, etc. for the vendor’s reference.