|  |  |  |
| --- | --- | --- |
|  | PURCHASING REQUISITION FORM PR-101 FOR SUPPLIES, SERVICES, EQUIPMENT AND MISCELLANY |  |
| Use of this form is required for all requests for purchase except those purchases initiated through Lander’s VISA Purchasing Card Program. Purchases contracted in excess of $500.00 without prior requisition approval (except reimbursements) will not be honored by Procurement Services and will require ratification by the President of Lander University before purchase order/payment is processed. Only the President, the Vice President for Finance & Administration, and the Director of Procurement Services has the authority to sign agreements binding Lander University. Any others signing such agreements may be personally liable for payment. |
| **SECTION 1.**  |
| **TO:**VENDOR/SUGGESTED SOURCE (Name and contact info)L#:       | **REQUESTED BY:**DEPARTMENT/REQUESTOR DATE:        PHONE:      EMAIL:      |
| [ ]  EXISTING VENDOR [ ]  NEW VENDOR (If new, a Vendor Set-up form and completed W-9 are required)[ ]  EMPLOYEE/STUDENT (reimbursements only! – all other payments to employees or students must be processed through Human Resources) | **REQUESTING THE FOLLOWING:**[ ]  ISSUE A PURCHASE ORDER/SOLICITATION[ ]  AUTHORIZATION TO PAY[ ]  REIMBURSEMENT (must include receipts and be sent to the Business Office)[ ]  REVIEW ATTACHED CONTRACT/AGREEMENT[ ]  GOOD(S), [ ]  SERVICE(S,) [ ]  STATE CONTRACT #\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  OTHER |
| **ATTACHMENT(S):**[ ] QUOTE(S) / INVOICE(S), [ ] SCOPE OF WORK (solicitations), [ ] TECHNOLOGY (attach Technology approval form),[ ] VENDOR CERTIFICATE OF INSURANCE (if providing a service on campus), [ ] FOOD SERVICE (attach attendee list and Food Service approval form if not campus food services provider), [ ] OTHER |
| **SECTION 2. DESCRIPTION OF GOODS/SERVICES** |
| LINE# | DESCRIPTION | QTY | PRICE | EXT COST |
|    |       |       |       | $0.00 |
|    |       |       |       | $0.00 |
|    |       |       |       | $0.00 |
|    |       |       |       | $0.00 |
|    |       |       |       | $0.00 |
| Attach additional pages as necessary – Signatures required on the last page only | Subtotal | $0.00 |
| DELIVERY INSTRUCTIONS/SHIP TO: [ ] CENTRAL RECEIVING, [ ] OTHER:      | Sales Tax |       |
| Total | $0.00 |
| RELATED BUSINESS PURPOSE:       |
| **SECTION 3. AUTHORIZED SIGNATURES:** | **ACCOUNTING** |
| By signing this I certify that there are adequate funds in this index(s) to cover this expense.Name (Print)Signature: Date: | LINE# | INDEX | ACCOUNT |
|       |       |       |
|       |       |       |
| By signing this I certify that there are adequate funds in this index(s) to cover this expense.Name (Print)Signature: Date: |       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| **SECTION 4. TO BE COMPLETED BY THE OFFICE OF PROCUREMENT** |
| METHOD OF PROCURMENT | Signature/Funds verified:[ ]  \_\_\_\_\_\_\_Vendor is not debarred: [ ] \_\_\_\_\_\_\_\_ |
| PURCHASE ORDER |  |
| DATE:  |
| RETURNED ON \_\_\_\_-\_\_\_\_-\_\_\_\_\_\_ FOR: [ ]  SIGNATURE(S), [ ]  INDEX/ACCOUNT CORRECTION, [ ]  PCARD PAYMENT, [ ]  OTHER: |
| Questions should be directed to the Office of Procurement Services at procurement@lander.edu or 864-388-8276 | Page    of    |