

REQUISITION FOR A PURCHASE ORDER

<p>NON-SPONSORED URxxxxx GTxxxxx ENxxxxx</p> <p>GOODS * \$500 to \$9,999 requires 1 quote * \$10,000 to \$249,999 requires 2 or more quotes * \$250,000 and up requires 3 or more quotes</p> <p>SERVICES * up to \$24,999 requires 1 quote * \$25,000 to \$249,999 requires 2 or more quotes * \$250,000 and up requires 3 or more quotes</p>	<p>SPONSORED GGxxxxx PGxxxxx</p> <p>GOODS AND SERVICES * up to \$9,999 requires 1 quote * \$10,000 to \$249,999 requires 2 or more quotes * Purchases for \$250,000 or more require Public RFQ managed through CU Purchasing. Please submit Bid Prep Form</p>
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REQUISITION NAME: _____

VENDOR Vendor ID _____ Name: _____
 Address: _____

REQUESTED BY: _____
 Name _____
 Location (Bldg / Room No) _____ Tel No _____

DESCRIPTION OF GOODS OR SERVICES TO BE PROVIDED

Business purpose and/or justification (please provide all available information):

Amount: _____ **ARC Category:** _____ ARC Category is available at <http://finance.columbia.edu/purchasing-guide>
 If scope of work spans more than one fiscal year, please provide fiscal year amounts in Special Instructions section. **ARC Description:** _____

Chartstring										
No.	Amount	Bus Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site
1										
2										
3										
4										
5										

Special Instructions:

Attachments List of required documents can be found at:
<http://finance.columbia.edu/purchasing-guide>

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|---|---|
| <input type="checkbox"/> Scope of Work | <input type="checkbox"/> Competitive Sourcing Price Summary |
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Independent Contract Certificate |
| <input type="checkbox"/> _____ quotes | <input type="checkbox"/> Services Compliance Checklist |
| <input type="checkbox"/> Bid Summary | <input type="checkbox"/> Certificate of Insurance |
| <input type="checkbox"/> Company Brochure | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Resume/Client List | <input type="checkbox"/> _____ |

Approved by: _____
 Name _____
 Signature and date _____