

<b>Purchase Order Number</b> (assigned by Purchasing)	
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The Purchase Order Form should be used to request a purchase order for orders over \$1,000 that are not related to travel and entertainment. Each section must be completed. Attach supporting documentation (e.g. quote, proposal, etc.) and submit the request to Purchasing (Burwell, 203B) or purchasing@queens.edu. VP signature is required on all purchase orders. There is a 48 hour turnaround on all requests. For questions regarding this form contact Mary Alice Boyd at boydma@queens.edu or x2561.

**1 REQUESTER INFORMATION**

Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
 Department: \_\_\_\_\_

**2 VENDOR INFORMATION**

Name: \_\_\_\_\_ Vendor ID #: \_\_\_\_\_

\*The Active Vendor List with ID # is on myQueens. Use this to complete vendor name and ID #. If a vendor is not on the list, a new vendor form is required. Complete the address information below only if a different mailing address is required other than what is listed on the Active Vendor List.

Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip: \_\_\_\_\_

**3 BUSINESS PURPOSE**

This description should include the business purpose of the expense and an explanation of how the expenditure benefits the university and the program for which it applies.

**4 ITEM DETAIL**

Quantity	Item Number	Unit Cost	Item Description	Total Cost
<b>TOTAL</b>				

**5 ACCOUNTING DETAIL**

13-digit General Ledger Code	Project Code (if applicable)	Amount
<b>Total</b>		

**6 APPROVAL SIGNATURES**

Requested by Signature and Date: \_\_\_\_\_  
 Budget Manager Signature and Date: \_\_\_\_\_  
 Vice President Signature and Date (required): \_\_\_\_\_  
 If the expenditure is a technology item (hardware, software, etc.), the following additional approval is needed:  
 ITS Signature and Date: \_\_\_\_\_