

VENDOR CODE	ACCOUNT NAME <i>Student Org Fees</i>	AREA <i>1 2</i>	ORGANIZATION / SUB <i>####</i>	OBJECT / SUB <i>0520</i>	\$ AMOUNT <i>75<sup>00</sup></i>
VENDOR NAME <i>Cashier</i>		<i>2</i>			
VENDOR ADDRESS			DEPARTMENT NAME <i>SA Happiness Club</i>		DATE <i>11/16/04</i>
			RESPONSIBLE PERSON <i>advisor's signature</i>		PHONE EXT <i>advisor</i>
			DATE REQUIRED <i>12/16/04</i>	DELIVER TO	BUILDING ROOM <i>advisor advisor</i>
CONTACT		PHONE	APPROVED - Authorized Signature - Budget Director DATE <i>1 / 1</i>		
<input type="checkbox"/> FOB SHIP POINT	MSDS SHEET REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	TERMS	APPROVED - Vice President - When required (see #4 below) DATE <i>1 / 1</i>		
P.O. NUMBER	P.O. DATE	<input type="checkbox"/> FIRM ORDER <input type="checkbox"/> CONFIRMING ORDER	APPROVED - Grant Accountant	APPROVED - Purchasing Agent DATE <i>1 / 1</i>	

ITEM NO.	QTY.	UNIT	DESCRIPTION, SIZE, COLOR, CATALOG NO.	COMMODITY CODE	UNIT COST	TOTAL COST & DISCOUNT
<i>1.</i>			<i>Cash Box For door sales for Holiday Dance Party on 12/6/04 at 6pm</i>			
<i>2.</i>						
<i>3.</i>			<i>#50 in singles #25 in fives</i>			<i>\$75<sup>00</sup></i>
<i>4.</i>						
<i>5.</i>			<i>* Please hold for pickup on</i>			
<i>6.</i>			<i>12/6/04 at 4pm by John Doe phone number 555-5555</i>			
<i>7.</i>						

- Fill in Acct. No., Acct. Name, Date Required. Retain pink copy, forward rest to Purchasing.
- Fill in vendor, however Purchasing will use discretion in choosing alternate sources.
- Requisitions must be approved by appropriate Dean, Assoc. Dean or Director before being processed.
- Requisitions for out of State travel (air, bus or car) must be approved by your respective Vice-President before being processed.

- Requisitions amounting to but not exceeding \$1999 will be processed at the discretion of the Purchasing Dept. Requisitions from \$2000-\$5999 will have a minimum of 3 verbal quotes solicited by Purchasing. Requisitions from \$6000-\$9999 will have 3 written quotes solicited by Purchasing.
- Any item or items to a single vendor exceeding \$10,000 must be formally bid. Note the Green Sheet for posted cutoff dates on bid items.