Purchase Order Request

NOTE:

- To move around the Purchase Order, use the “Tab” key or place the mouse cursor in the area you need and press the left mouse button.

INSTRUCTIONS: The following fields must be completed:

I. DEPARTMENT INFORMATION

1) Account Name: Type the IPTM/PSI account/course name.
2) Account Number: Type the IPTM/PSI account /course number.
3) Initiated By: Type name of person in department initiating the purchase order.
4) Fund Manager Signature: Original signature of the fund manager.
5) Type or Print Name: Name of fund manager or other authorized signer.

II. DELIVERY INSTRUCTIONS

6) Deliver To: Type contact person name and telephone number (e.g. 904-620-6111).
7) Department Name/Bldg No./Room No: Type department name and location.
8) Special Delivery Instruction: Type the additional information required for merchandise delivery.
9) Date Delivery Required: Type the date department requires delivery of merchandise.

III. REQUISITION FORM

10) Item Number: Type the consecutive numbers as separate items (e.g. 1, 2, 3...).
    G/L Code: If known, type the expenditure General Ledger (G/L) Code (e.g. 6215=office supplies).
    Qty: Type the quantity for each separate item to be purchased.
    Unit: Type the unit number for each separate item to be purchased.
    Description: Type the description of items/merchandise to be purchased.
    Unit Price: Type the price per separate item.
    Extended Price: This field is automatically programmed to calculate Qty x Unit Price, and Total.

IV. VENDOR INFORMATION

NOTE: For new vendors, departmental personnel must obtain the payees Federal ID Number or Social Security Number and mailing address.

11) FEID No: Type the company Federal Identification number (e.g. 59-1232564).
12) Name: Type the vendor name.
13) Mailing Address, City/State/Zip: Type mailing address (e.g. 1115 Small Street, Jacksonville, FL 32226).
14) Telephone Number: Type the vendor telephone number.
15) Fax Number: Type the vendor fax number.

V. PAYMENT INFORMATION

16) Explanation/Description: Type a description of items/merchandise purchased or services received.
17) Please Check One: Mail Check - Check will be mailed to the vendor.
                               Pick-up - The “initiated by” person will be called for check pick-up.

Note: Receiving Report must be signed and sent to TSI Accounting after merchandise is received.