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, address, contact info):

REQUESTED BY: DEPARTMENT/REQUESTOR

DATE:

PHONE: EMAIL:

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 on campus food service provider), ☐ OTHER:

SECTION 2. DESCRIPTION OF GOODS/SERVICES

<table>
<thead>
<tr>
<th>LINE#</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>PRICE</th>
<th>EXT COST</th>
</tr>
</thead>
</table>

Attach additional pages as necessary – Signatures required on the last page only

Subtotal

Sales Tax

Total

DELIVERY INSTRUCTIONS/SHIP TO: ☐ CENTRAL RECEIVING, ☐ OTHER:

SECTION 3. AUTHORIZED SIGNATURES:

By signing this I certify that there are adequate funds in this index(s) to cover this expense.

Name (Print):

Signature: Date:

Name (Print):

Signature: Date:

SECTION 4. TO BE COMPLETED BY THE OFFICE OF PROCUREMENT

METHOD OF PROCUREMENT

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