

# Purchase Order Form

Scan completed quote(s) and any additional forms. Please attach to this request

**\*\*Indicates required**

**\*\* Ship to Address (include Rm#/Bldg#):**

**\*\* Funding Source / Project # :**

**\*\* Justification of purchase & benefit to UF or project:**

**Comments:**

# Purchase Order - Helpful Hints

<p><b>Is the Vendor in UF system?</b></p>	<p><a href="#"><u>Supplier Portal</u></a></p>
<p><a href="#"><u>Required Supplier Forms</u></a></p>	
<p>The Vendor (also called Suppliers) must be registered with UF as a supplier in order to create a Purchase Order or make a payment. UF has a new Supplier Portal for vendors to request to be set up in the system, see above link. Following these guidelines will ensure that vendors are added quickly and without additional complications, these directives will also show how to add individuals for payment. The vendor must complete the process and receive an active Supplier ID before we can process anything</p>	
<p><b>PO Amounts and Purchase Limits</b></p>	<p><a href="#"><u>Procurement Directives and Procedures</u></a></p>
<p>If total purchase amount is below \$10,000 UF Procurement requests at least a second quote. This shows we are being good stewards of UF funds. If total purchase amount is over \$10,000, three quotes will be required. Total Purchases of \$75,000 and above are required to go through formal competitive bids or provide an approved Sole Source form (see below for more info). Above is a link to Procurement Directives and Procedures for complete list and details, see item <u>8. Monetary Levels and Limits</u>.</p>	
<p><b>Sole Source Requirements</b></p>	<p><a href="#"><u>Sole Source Certification form</u></a></p>
<p>Above is a link to a Blank Sole Source form. A sole source WILL ONLY BE ALLOWED if the items being purchased are UNIQUE to one vendor. It is the responsibility of the PI or Program Admin to fill out and complete the Sole Source Certification. Please do NOT have the vendor fill it out for you. Please be aware as part of the process Procurement must post the signed Sole Source form online for 2 weeks before the PO is finalized in the system.</p>	
<p><b>Ship to Address</b></p>	
<p>Per UF policy purchase must be shipped to a UF Address. Exception can be made with prior approval. We require the Ship To Address so it is included on the Purchase Order sent to the vendor and to ensure the product is delivered to the correct location. Please provide any special instructions you may have for receiving large shipments, this may need to be included on the PO</p>	
<p><b>Funding Source/Project # &amp; Justification/Business Purpose</b></p>	
<p>A Funding Source and Justification is required for all UF purchases. The business purpose should clearly establish why an expense is occurring not restate the purchase.  <u>Examples: Acceptable Business Purpose</u>            1. Nitrogen used in the preservation of tissue samples            2. Shipping of protein samples to Scully-Castle Research for testing of river-tam microbial            3. Dreamweaver software needed for online annual financial report            4. Lunch for annual department strategic goals retreat  <u>Examples: Unacceptable Business Purpose</u>            1. To support research            2. Shipping charges            3. Pens, markers, paper</p>	
<p><b>If you receive an invoice from the vendor, please forward to IFAS-SSC for processing</b></p>	