PURCHASE ORDER

WKU Student Activities & Organizations
Attn: Stephanie Scott
stephanie.scott@wku.edu
Downing University Center 326
1906 College Heights Blvd., #11044
Bowling Green, KY 42101-1044
745.2459 / fax 745.5795

Dark gray cells will be calculated for you.
You do not need to enter any data into them.

Guidelines

1. *Prior to making any purchase(s), the following conditions will be met:*
   a. *To reserve the pro-card for use, COMPLETE and SUBMIT this form to Stephanie Scott or Kathy Stacks*
   b. *Request will be submitted at least 5 DAYS PRIOR to any purchase; otherwise request may be denied.*
2. *Tape original vendor receipt to an 8x11.5 sheet of paper and submit; if not paperwork will be returned. RECEIPT(S) WILL BE SUBMITTED. THERE ARE NO EXCEPTIONS.*
3. *For online/telephone purchases:*
   a. *List all items purchased or print & attach copy of online receipt to this form.*
   b. *The online order no./telephone confirmation no. must be listed on or attached to this form.*
4. *VERBAL REQUESTS WILL NOT BE ACCEPTED.*

Charge to:	
Date:	
Submitted by:	
E-mail Address:	
Telephone #:	

Event / Reason for purchase:	
Event Date & Time:	
Vendor:	
Vendor contact name:	
Telephone #:	
Has order been placed with vendor?	☐ YES ☐ NO

Item Name	Item #	Qty.	Price/Unit	Total Price
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			Subtotal	$ -
			Shipping/Handling	$ -
			TOTAL	$ -

For Procurement Card Only: ***(check type of purchase)***
○ In-store ○ On-line ◉ Phone

For Purchase Order Request Only: ***(check type of purchase)***
○ Requisition ○ Inter-Account ○ Standing Order

For Dining Purchases Only: ***(check type of purchase)***
○ T&E Card ○ Aramark

Authorized Signature: _____

Date: _____

FOR OFFICE USE ONLY		***Remarks***
Form received by:	*Date form rec.:*	
Date card out:n/a	*Date card in:*	
Order placed by:	*Date ordered:*	
Order received by:	*Date received:*	
Requisition / Transaction #:	*Data Entry:* ☐ Access ☐ Excel	