

PURCHASE ORDER FORM



P. O. NUMBER: _____

Assigned by Business Office

[The P.O. number must appear on all related correspondence, shipping papers, and invoices]

BUSINESS OFFICE
(318) 869-5126

BANNER ID NUMBER
(Business Office Use Only) _____

VENDOR NAME: _____

DATE: _____ for Fiscal Year: _____

ADDRESS: _____

BANNER FOAPAL: _____

PHONE NUMBER: _____

FAX NUMBER: _____

DATE REQUIRED: _____

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
Tax Exemption Certification-These items will be under the control of and for the sole use and benefit of Centenary College and are exempt from sales and use taxes according to Louisiana Department of Revenue, Sales & Use Tax Rule LA.RS 47:301(8)(b) and IRS Revenue Code 501(c)(3)			
Be sure to include shipping and handling in your request		TOTAL	

SHIP TO:
NAME _____

CENTENARY COLLEGE

DEPARTMENT OF: _____
2911 CENTENARY BLVD.
SHREVEPORT, LA 71104

PHONE NUMBER: _____

FAX NUMBER: _____

REQUESTOR NAME: _____
Print

REQUESTOR SIGNATURE: _____
Date

CABINET APPROVAL: _____
For Purchases Over \$1000 Date

BILL TO:
NAME _____

CENTENARY COLLEGE

DEPARTMENT OF: _____
2911 CENTENARY BLVD.
SHREVEPORT, LA 71104

PHONE NUMBER: _____

FAX NUMBER: _____

APPROVER NAME: _____
Print

APPROVER SIGNATURE: _____
Date

VPFA APPROVAL: _____
For Purchases Over \$5000 Date

BUSINESS OFFICE APPROVAL: _____
(Business Office Use) Date

NOTICE TO VENDORS:

- Include two copies of your invoice.
- Process this order in accordance with the prices, terms, delivery method and specifications noted above.
- Notify us immediately if you are unable to ship as specified.
- All correspondence should be sent to Accounts Payable

(Modified on January 25, 2016)

PURCHASE ORDER FORM

Please print legibly and complete the ENTIRE form. Forms received with incomplete information will be return without processing. "On File" is not an acceptable response, even if the vendor has been used in the past.

VENDOR NAME, ADDRESS, CITY, STATE, ZIP, PHONE NUMBER and FAX NUMBER

- The vendor name, complete mailing address, telephone number, and ax number **are ALL required**. If there is more than one address for this vendor, indicate the address where the purchase order is to be sent.
- If the vendor is an individual, the person's legal name must be provided with middle initial, i.e. William E. Smith (not Bill Smith).

P. O. NUMBER:

- Purchase Order Number is assigned by Business Office.

BANNER ID NUMBER:

- Not required. Banner ID number associated with this vendor and used by the Business Office.

DATE and FISCAL YEAR:

- Date of the request.
- Which fiscal year the expenses are associated with (when the event occurs, not when the event is paid for)

BANNER FOAP:

- Provide complete FOAP (Fund, Org, Account and Program) to be charged for the total amount listed above.
- If more than one FOAP is appropriate, then individually list each complete FOAP and the amount to be charge to EACH.

DATE REQUIRED:

- Date by which delivery is needed.

QUANTITY, DESCRIPTION, UNIT PRICE, and TOTAL PRICE

- For each item provide quantity, a complete description and the unit price.
- Complete and attach all documentation necessary to support ordering the items listed. Quotes clearly indicating the purchase should be included as required.

SHIP TO:

- Complete missing information

REQUESTOR NAME, SIGNATUER and DATE:

- Person requesting the purchase order must print their name then sign and date the form.

APPROVER NAME, SIGNATURE, and DATE:

- The Budget Manager (person responsible for each FOAP) must print their name, sign and date the form indicating their approval of this request.
- The Vendor and Approver cannot be the same person.

CABINET APPROVAL:

- A Cabinet member must sign and date the form indicating their approval of any request in excess of \$1000.

VPFA APPROVAL:

- The Vice President for Finance and Administration must also sign and date the form indicating their approval of any request in excess of \$5000.

ANALYST APPROVAL:

- Business Office Use Only.

COMPLETED PURCHASE ORDER:

- Completed requisition forms should be sent to business_office@centenary.edu or returned to the Business Office for processing.

ACCOUNTS PAYABLE APPROVAL:

- Business Office Use Only.

WHEN A PURCHASE ORDER IS APPROVED:

- When the Purchase Order is approved by the Business Office, the reflected amount is encumbered as an expense to your budget.
- The Business Office will return the Purchase Order to the requestor.
- It is the requestor's responsibility to provide the purchase order to the Vendor.

RECEIVING GOODS/SERVICES:

- CRITICAL! A copy of the signed packing slip or detailed receipt must be returned to the Business Office prior to the invoice being paid.