

**WEC PURCHASE ORDER REQUEST FORM (PO)**

Req #: \_\_\_\_\_

Please return the completed form, Sole Source (if applicable), and Quotes (if applicable) to [WECFiscal@ifas.ufl.edu](mailto:WECFiscal@ifas.ufl.edu)

PO Request  
Date: \_\_\_\_\_

Requestor  
Name: \_\_\_\_\_

PI Approval  
Signature: \_\_\_\_\_

**SECTION 1 VENDOR INFORMATION**

Vendor Name: \_\_\_\_\_

Vendor Phone Number: \_\_\_\_\_

Vendor DBA Name:  
(if applicable) \_\_\_\_\_

Vendor Fax Number: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor FEID #: \_\_\_\_\_

Vendor Address 2: \_\_\_\_\_

**SECTION 2 CHARTFIELD TO CHARGE THIS PO**

Dept ID	Fund	Program	CRRNT/CYFWD	Project # or Name	Flex Code	CRIS	Funding Notes

Benefit to UF/Project – How does this purchase benefit the chartfield you are charging?

Please explain in detail: \_\_\_\_\_

How will the items purchased be used?

\_\_\_\_\_

**SECTION 3 PO LINE DESCRIPTIONS Complete this section, ONLY if no quote attached**

If vehicle repair, please provide the tag number and vehicle number. Please make sure you have shipping and handling included on your PO Request!

Catalog/Item Number	Qty	Description	Unit Price	Total

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 4 PO MONETARY LEVELS AND LITMITS**

**Purchases with terms** – Any agreements containing terms and conditions, or other such verbiage, including Maintenance Agreements, Software License Agreements, etc., requiring signature must be forwarded to Procurement Services; Procurement Services will review and sign.

**Purchases of at least \$5,000** – Purchases of at least \$5,000 require a purchase order, this also includes multiple payments totaling \$5000.00

**Purchases Below \$10,000** – It shall be the Procurement Agent’s discretion whether quotes are needed on purchases below \$10,000. Quotations are encouraged whenever possible.

**Purchases \$10,000-\$74,999** – Written quotes from three or more vendors or written justification why quotations were not obtained. The requisition shall be documented prior to the processing of a purchase order by the Procurement Agent as to the circumstances when competitive quotes are not obtained.

**Purchases of \$75,000 and above Formal competitive bids**, (ITB/RFP/ITN) are required on purchases of commodities, contractual services, deferred payment and revenue generating contracts in excess of \$74,999. A formal two-party contract may be required for contract services. For the purposes of determining the bidding threshold the total cost of the requirement may include any options, add or deduct alternates, and trade-ins, for the life of the contract. (see BOG Procurement Regulation 18.001)

**Commodities or contractual services available only from a single source**, may be exempted from the bid requirements when the University certifies and documents that there is only one source of supply capable of meeting all specifications, terms and conditions to the University’s satisfaction.

**Purchases of \$1,000,000 and above** – All purchases in excess of \$1 million will be reviewed and approved by the President or his designee. For contracts and software license agreements, the contract will be processed by Procurement with legal review and involvement if deemed necessary.

<https://procurement.ufl.edu/uf-departments/directives-procedures/>