

THIS IS NOT A PURCHASE ORDER

SUGGESTED VENDOR:

BANNER ID:

NAME:

SHIP TO:

BOX BELOW FOR PURCHASING ONLY

Date _____							
Bid/Proposal/SPO/GSA _____							
Buyer/Purchasing Approval _____							
15K	NSF	ATF	+50K	FD	CL	9	LGL
GR	GRF	30KAA	ITS	UR	ENT	100K	FAC

DATE:
DEPT. NAME:
CONTACT:
EMAIL:

	FUND	ORGANIZATION	ACCOUNT	PROGRAM	\$
ACCOUNT 1					
ACCOUNT 2					
ACCOUNT 3					
ACCOUNT 4					
NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL

FUND SUPERVISOR SIGNATURE (REQUIRED) X _____
 FUND SUPERVISOR NAME (TYPED) _____
 GRANT MANAGER X _____

ADDITIONAL SIGNATURES:

NOTES:

SPECIAL APPROVAL SIGNATURES

X _____
UNIVERSITY RELATIONS

X _____
ITS

X _____
FACILITIES

X _____
VICE PRESIDENT FOR DEPT (\$15,000)

X _____
VPAA

X _____
VPFAGR

X _____
PRESIDENT

**ALL REQUIRED DOCUMENTATION FOR THIS PURCHASE REQUISITION MUST BE ATTACHED AND SENT WITH THIS FORM
THIS FORM IS INTENDED TO BE FILLED OUT ELECTRONICALLY**

LEGEND FOR SPECIAL APPROVALS

- 15K: Requested amount is \$15,000 or over. Requires Special Approval from VP of respective area.
- NSF: Insufficient Funds. Requires Special Approval from VPFAGR if not doing a BAR to resolve fund shortage.
- ATF: After the Fact (Requesting PR after service or tangible has been purchased). This is a violation of NM Statutes and requires Special Approval from VPFAGR.
- 50K: Requested amount is \$50,000 or over. Requires Special Approval from VPFAGR.
- FD: Request is for Food. Requires Special Approval from VPFAGR.
- CL: Request is for Clothing. Requires Special Approval from VPFAGR.
- 9: Request is from a 9 Account. Requires Special Approval from VPFAGR.
- LGL: Request is for legal services. Requires Special Approval from VPFAGR and/or President.
- GR: Request is grant related. Requires Grant Manager Approval & Special Approval from VPAA.
- GRF: Request is for food through a Grant. Requires Grant Manager Approval & Special Approval from VPAA.
- 30KAA: Requested amount is \$30,000 or over related to Academic Affairs. Requires Special Approval from VPAA.
- ITS: Request has IT related items. Requires Special Approval from ITS.
- UR: Request is for items that involve logo usage or promotional material. Requires Special Approval from University Relations.
- 100K: Requested amount is \$100,000 or over. Requires Special Approval from President.
- ENT: Request is an Entertainment Contract. Requires Special Approval from President.
- FAC: Request is for Fire & Alarm or building modifications. Requires Special Approval from Facilities.