

Purchase Order Request Form

Please review form before filling out.
Pages 3-4 have complete instructions

(Vendor ID)

Vendor Name: _____

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Quote# _____

Quote Date: _____

Original quote, invoice or receipt(s) MUST be attached to email with request form.

Detailed Description of Product or Service:

Location of Service or Product Delivery		Did you include?			
Bldg#	Room#	FS-13		If not, why?	
		Quote		If not, why?	
		\$1K+ Approval		If not, why?	
		Software Approvals		If not, why?	

Speedchart (Not Acct# on WO)	Account# (See Pg 2)	Work Order#	Claim#	PS Project (Grants Only!)	PS Account (Grants Only!)	Amount \$\$

Total Amount Due: _____

Special Instructions: _____

PLEASE HOLD CHECK: _____

Staples Order: [Attach screen shots from online Catalog found here. >>>](#)

[NAU ONLY CATALOG](#)

For Delivery: Bldg #: _____ Room #: _____ Campus: _____ Attn: _____

\$1K+ Approvals = Types of items needing approval usually consist of computers, printers, office type products, software and/or licenses, equipment and vehicles. Please contact CaPCOT Financials if you have questions.

Software Purchases = Always require the IT Checklist AND Accessibility approval. This also includes renewals of licenses.

Acct#	Description	Notes/Desc
Account Class 730 - Operations		
730100	Office Supplies	Office Supplies
730110	Other Materials & Supplies	Signs/Uniforms
730120	Fuel Fleet Vehicles	
730190	Staples	Office Supplies
730200	Software License & Maint Fee	Renewals
730201	Computer Hardware	Parts & Supplies
730303	Maintenance & Repairs	Vehicles – Fleet Services
730350	Print/copy-service	Maps, Mounting
730370	Postage And Freight	
730375	Express Mail	FedEx
730400	Radio/Telephone Equip/Supplies	Radio Batteries
738100	Other Furniture & Equipment	Window Coverings/Outdoor Trash/Recycle
738100	Vehicle	Under \$5,000.00
738101	Furniture	Office
738103	Audio/Video Equipment	
738104	Computers/Printers/Scanners	
738109	Telecom Equipment	
Account Class 740 - Utilities/Other Operations		
745100	Other Telecommunications	Verizon - Over the Road Bus Services
745101	Telephone Service/Id Charges	Desk Phones Network Charges
740150	Utilities Other	WASTE MGMT
Account Class 750 - Professional & Outside Service		
750100	Maintenance and Repair Service	Building & Vehicle
750150	Other Prof/Outside Services	Non Building & Vehicle
750151	Consultants	
750153	IT Related Consultants	
750158	Employee Services	Background check & Finger prints
750159	Temporary Employment Services	
755100	Rental/Lease	Bldg/Room/space rental non travel
755110	Rental/Lease	Equip/Vehicles non travel
759120	Prof Dues/Fees/Subscriptions	Prof Dues/Fees/Subscriptions
759130	Registration/Conference Fees	
759200	Misc Operating Expense	Parking Permits
759210	Interview Expenses & Reimb	
759220	Bus Meal/Food (non-catered)	Non travel
759225	Bus Meal/Catered Food	Non travel - Sodexo
Account Class 783 – Equipment – OVER \$5,000.00		
780300	Equipment	Attached to a Building
780301	Office Furniture & Equipment	
780306	Lab Equipment	
780308	Audio/Video Equipment	Includes all normal and necessary expenses incurred to make the asset ready for its intended use. Included but not limited to: freight, sales/use tax, installation, assembly and testing charges
780310	Vehicles	

The following is required information when requesting a payment whether it be by a Purchase Order (PO) or a PCard.

You can find this fill-in PDF form on the [Fiscal Ops web page](#).
This will be changing once the CaPCOT Financials web page is created.

Please send all requests to CaPCOT-Financials@nau.edu (example below)

To: CaPCOT-Financials@nau.edu

Email Subject Line: PO Request: *Vendor Name - Speedchart* (If PO is Urgent please state so at the beginning of the subject line such as: URGENT PO Request: *Vendor Name - Work Order#*)

Email Body: Nothing is really needed in the body of the email because all the information is attached. If there is something that we need to know that is not attached, please feel free to use this space.

Attachments: A completed PO Request Form, [FS-13](#) (if needed), [NAU Approved Insurance](#), Quote and Approval for over \$1,000.00 (if not recouped by a work order).

IMPORTANT All Capital Project related Payment Requests need to be routed through PD&C.

Instructions on filling out the form

1. **Vendor Name:** Please provide the vendor name and the DBA if applicable. There are times when only a DBA is provided and they are not listed in the system so please provide both if you have that info.
2. **Vendor ID:** If you know this please provide it.
3. **Quote#:** Quotes are needed when doing a PO but if you had an emergency repair done and you only have an invoice then it is acceptable.
4. **Quote Date:** It's imperative that we get invoices paid in a timely manner and knowing this information up front will help us process them more quickly
5. **Detailed Description of Product or Service:** If you need more room for this please use the Body of the Email. I would just enter on the form "In body of email".
6. **Work Order#:** If the work the vendor is doing is related to a Work Order please enter that info here.
7. **Claim#:** If related to a claim
8. **Bldg#:** Please provide the building the work is being done at. If it is work not related to a building please state **NON-BLDG**
9. **Room#:** Please provide the room the work is being done in. If it is work not being done in a building please leave blank.
10. **Speedchart#:** This is your department and fund code combination. For example: Operations & Maintenance dept code is 4500060 and the fund is 4800 which makes 4500060F48.
Trades, Custodial & Landscaping/Grounds Requests need to be on the 4800 fund only!!
11. **Account Code:** This is the account in your budget that you want the expense to show up under. Please use the list on page 2 of this document. If you are not sure then please state so and we can help.
12. **PS Project & PS Account:** These are used for Grants Only.
13. **Amount:** This is the amount you need to pay the vendor. This comes from the quote or the invoice.
If the item/service you are purchasing is over \$1,000.00 and is not recouped by a work order or by State, you will need the approval of the Vice President of Capital Projects and Campus Operations. Please attach that approval to your request.

14. **Special Instructions:** If this is an URGENT request, please explain why here. If there is anything else that you feel needs explaining please use this space.
15. **Please Hold Check:** Please check the box and then explain why. You can also use the Special Instructions area as well.
16. **Staples Orders:** We have provided a link to the NAU approved catalog on this form. Please use that link and then once you have chosen everything you need, go to the Cart and print as a PDF, Screen Shot or however you like and attach it to the email. We will need your **Building#, Room#, Attn:** is the person who will sign for the item(s) and **Campus.**

FS-13: If you are not sure you need an FS-13 please click [Asbestos, Lead and PCBS Disturbance \(FS-13\)](#). If the work being done disturbs any hazardous materials we cannot do a PO or make a Payment unless we get the form signed by the vendor. This is to ensure the vendor doing the work knows what they might encounter.

NAU Approved Insurance: We need to ensure that every vendor that comes on campus has insurance in case there are any accidents. Insurance requirements differ from job to job so it is vital that we comply with NAU Policy. For questions regarding insurance required for the vendor please email nau-insurance@nau.edu for questions. They can let you know if your vendor has current insurance on file.

If you have questions please feel free to contact us at CaPCOT-Financials@nau.edu and we will be happy to help! ☺