

TUSCULUM UNIVERSITY

REQUISITION FOR ORDER ONLY

No goods or services can be ordered until a **PURCHASE ORDER** approved by Financial Services is issued.
(Operational and Special Funds)

Fax PO

Payment required with Order

Date: _____

Charge To: _____

Budget Code:

Vendor Information:

Vendor Name and Address:

FAX: _____	_____
Phone: _____	_____
EIN/TIN: _____	_____
Contact: _____	_____
_____	_____

Required

Check all That Apply:

- Equipment
- Service Contract
- Single Source-**Attach Justification**
- 3 Bids Required over **\$25000**
- Over \$10,000 Purchase & Contract Approval Required

Ship to: Tusculum University

<input type="text"/> 500 Shiloh Road, Greeneville, TN 37743	<input type="text"/> 420 W Morris Blvd Suite 120, Morristown, TN 37814
<input type="text"/> 1305 Centerpoint Boulevard, Knoxville, TN 37932	

Required: Justification for Purchase: _____

QTY Must be entered here	UNIT (ea., box, doz.)	Commodity Code (for use by Financial Services Only)	DESCRIPTION & ITEM NUMBER (Please note that you can use more than one line for your description and item numbers)	Made From Recycled Goods?	Non-Taxable Unit Cost	Total Non-Taxable Cost	Taxable Unit Cost	Total Taxable Cost
SUBTOTAL								
TOTAL page 2								
SHIPPING								
SALES TAX								
TOTAL						N/A		

SIGNATURES:

Originator

Date

Administrator

Date

Over \$1000.00 Approval	VP
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Over \$5000.00 Approval	President
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This is for Budget Managers: My signature certifies that this expenditure 1) is in compliance with the requirements of the budgeted program; 2) budget is available for the purchase; and 3) the purchase is in compliance with state contract, HUB, recycled goods, and all other purchasing guidelines.

Special Instructions:

FINANCIAL SERVICES USE ONLY:

Requisition #: _____	Sales & Use
Vendor #: _____	1099
	1099W/H
On Payroll <input type="checkbox"/>	On Accounts Receivable <input type="checkbox"/>

