

Purchase Order Request Form

A Purchase Order (PO) is a written confirmation to a vendor that the University agrees to pay the vendor for products or services from your organization's on-campus account. This form is required to make purchases from your organizations on-campus account. A vendor quote, estimate or invoice must be attached to the PO request and include a description of the merchandise or service, quantity being purchased, and total price. All vendors must be licensed and approved by FGCU. A minimum of 14 academic days and an Event Planning Form is required to process this request. (Extra time will be re-quired for the following: Items purchased from a new vendor, items with designs/logos, memberships, or purchases which require a contract.)

Email completed forms and accompanying materials to OSI@fgcu.edu

STUDENT ORGANIZATION INFORMATION

STUDENT ORGANIZATION, VENDOR, AND PURCHASING INFORMATION MUST BE COMPLETED BEFORE SUBMITTING THIS FORM TO THE OFFICE OF STUDENT INVOLVEMENT.

STUDENT ORGANIZATION INFORMATION

VENDOR INFORMATION

ORGANIZATION NAME _____

VENDOR NAME _____

OFFICER NAME _____

VENDOR CONTACT _____

OFFICER PHONE _____

VENDOR PHONE _____

OFFICER EMAIL _____

VENDOR EMAIL _____

TREASURER SIGNATURE _____

VENDOR ADDRESS _____

PRESIDENT SIGNATURE _____

ADVISOR SIGNATURE _____

**THE PRESIDENT, TREASURER AND ADVISOR
MUST SIGN FOR EACH TRANSACTION**

OTHER _____

PURCHASING INFORMATION

BRIEF DESCRIPTION OF GOODS OR SERVICES _____

PROGRAM/EVENT NAME _____

DATE OF PROGRAM _____

DATE GOODS/SERVICES REQUIRED _____

TOTAL DOLLAR AMOUNT _____

An Event Planning Form has been submitted for this event:

OFFICE USE ONLY: (UPDATED 08/31/21 SH)

ACTIVITY	FUND	COST CENTER	SPEND CATEGORY

STUDENT INVOLVEMENT DATE _____

A&S ACCOUNTANT _____

DATE _____

SG TREASURER _____

DATE _____