



E-mail to sibudget@gmu.edu.

Purchase Order (PO) Request Form

Use: To request a Purchase Order to make purchases at participating vendors and/or to pay contractual expenses.
Instructions: E-mail completed and signed Purchase Order Request (PO) Form to sibudget@gmu.edu at least three full business days before the PO is needed. **Exception:** During busier times of the year, such as September, May, and June, and when the total expense costs \$2000 or more, PO requests must be submitted at least five full business days in advance. If approved, a copy of the PO will be sent via e-mail to the requestor, who is responsible for providing the vendor with a copy of the PO. Within one week of receiving the good or service, e-mail the invoice to sibudget@gmu.edu and/or submit the original, itemized receipt to the Student Involvement office (whichever is applicable), referencing the PO number on the receipt/invoice.

Additional Requirements: Attach a Virginia Substitute W-9 form for new vendors. Attach a written price quote for all PO requests that are \$2000 or more. Attach the Event and Entertainment Agreement along with the electronic routing form and the vendor's Certificate of Insurance for contractual expenses. Attach the Food & Beverage Authorization Form only if the event is \$2000 or more or if it exceeds the meal per diem rates.

VENDOR INFORMATION: EVENT INFORMATION:

Name: _____

Address: _____
(number, street, apt)

(city) (state) (zip code)

Contact Person: _____

Phone / E-mail: _____

Event Name: _____

Event Date: ____/____/____ Event Time: _____

Description: _____

For Food, Beverage and Catering expenses only:

Location: _____

of Attendees: _____

FUNDING INFORMATION: RSO INFORMATION:

Please specify funding source:

Student Funding Board (SFB): _____
(Amount)

Self-Generated Revenue (SGR): _____
(Amount)

Purchase Order (PO) Amount: _____
(Amount)

Org Name: _____

Org Number:

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Requestor's Name: _____

Requestor's Email: _____
 @masonlive.gmu.edu

Requesting RSO Officer's Signature Print Name Title Date