

INTRODUCTORY GUIDE TO COMPLETING A PURCHASE ORDER

This basic reference guide will assist the user in preparing a Purchase Order. For complete details and additional policies/procedures, please see section 6 of the Purchasing Policies and Procedures on the FDU website under Finance > Purchasing

<https://www.fdu.edu/wp-content/uploads/2022/04/purchasing-policies.pdf>.

Requests for purchases must be processed using the Purchase Requisition/Order Form.

https://purchase-orders.fdu.edu/secure/po_pdf.pdf

*Purchase Order submissions must be sent to requisitions@fdu.edu. Attach only **one** PO per email.

We emphasize the need for departments to plan their needs well in advance and allow sufficient time for the review process.

All Purchase Orders must include the following information to avoid delays.

1. "Ship To" must contain full name of department, address, mail code, department phone number.
2. Email address of the person receiving a copy of the PO and invoice.
3. "Supplier" must contain full name and address of vendor. Also include contact name and phone number.
4. Vendor email address.
5. "Total Amount"- Enter total dollar amount of order.
- 6 - 9. "GL Account"- Enter GL Account number(s) to be charged.
10. "Object Code"- Enter corresponding Object Code that best describes goods/services.
11. "Instructions to Supplier"- Check the box that says "Same as ship to" unless other instructions are noted in the body of the Purchase Order.
12. Date
13. "Quantity"- Enter quantity of each item to be ordered. All items should be listed in the body of the Purchase Order. "See Attached" will not be accepted.

14. Unit (each, case, carton)

15. "Description" - The body of the Purchase Order must contain a complete description of the goods and/or services. Model numbers alone are unacceptable. Describe the item(s) that you are ordering.

16. "Unit Price" - Enter price of each item.

17. "Extended Price" - Enter total price of each line item.

18. "Total Price" - Enter total price of Purchase Order. (Must match total amount in front of GL account number. See No.5)

19. "Requisitioned By" - Print name of individual generating the order.

20. "Approved by" print the name of the approver.

21. "Signature" - the person in the department with signing authority must sign the PO. It can be a physical signature, an electronic one, or an email from the person approving the purchase.

SEE SAMPLE BELOW

PURCHASE REQUISITION/ORDER



**FAIRLEIGH
DICKINSON
UNIVERSITY**

PURCHASING DEPARTMENT
1000 RIVER ROAD, T-PB1-01
TEANECK, NEW JERSEY 07666
201-692-2050

**NOT VALID WITHOUT
PURCHASE ORDER NO.**

SHOW THIS NUMBER ON ALL
PACKAGES, INVOICES,
CORRESPONDENCE, ETC.

PAGE _____ OF _____

SHIP TO:

1 DEPT. NAME
ADDRESS
MAIL CODE PHONE# ()

2 MUST ENTER EMAIL ADDRESS

S
U
P
P
L
I
E
R

3 FULL NAME & ADDRESS OF VENDOR

4 MUST ENTER EMAIL ADDRESS

SUPPLIER NUMBER

AMOUNT	FUND	UNIT	LOCA-TION	IDENTIFIER	OBJECT CODE
5	6	7	8	9	10
dollar	cent	2digit	2digit	2digit	7digits

INVOICING INSTRUCTIONS TO SUPPLIER

11 SAME AS SHIP TO SEE INSTRUCTIONS IN DESCRIPTION

THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS ON THIS PAGE AND THE PURCHASE ORDER GENERAL TERMS AND CONDITIONS WHICH CAN BE FOUND AT: <http://fdi.edu/potermis>; BUYER'S ACCEPTANCE OF SAME SHALL BE DEMONSTRATED BY ITS FULL OR PARTIAL PERFORMANCE HEREUNDER.

QUANTITY	UNIT OF ISSUE	DESCRIPTION	TERMS	DATE
			UNIT PRICE	EXTENDED PRICE
13	14	15	16	17
QUANTITY	UNIT	COMPLETE DESCRIPTION DETAILING GOODS AND SERVICES	UNIT PRICE	EXTENDED PRICE
		MUST INCLUDE PROPER DOCUMENTATION (QUOTES, PROPOSALS AND CONTRACTS)	TOTAL AMOUNT	18 TOTAL AMOUNT

• WE ARE EXEMPT FROM NJ STATE SALES TAX. CERTIFICATE NO. E221-494-434/001

• UNLESS OTHERWISE SPECIFIED PRICES ARE F.O.B. DESTINATION.

Requisitioned by 19 NAME _____ Date _____

Approved by (Print Name) 20 MUST PRINT _____

Signature 21 PROPER SIGNATURE _____ Date _____

Approved by (Print Name) _____

• ORDER NOT VALID UNLESS SIGNED BELOW FOR FAIRLEIGH DICKINSON UNIVERSITY BY DIRECTOR OF PURCHASING

SIGNED: _____

BUDGET OFFICER:

Purchase Requisitions must be signed by the Budget Officer responsible for the account identified as the source of funding and approved in accordance with the Signatory Authority. Purchase Orders submitted without proper signatures will not be processed and will be returned to the initiating department. For **addendums**, the dollar amount from the original Purchase Order plus the amount of the addendum must not exceed your total signing authority dollar amount.

BACK UP DOCUMENTATION:

Proper documentation (QUOTES, PROPOSALS, CONTRACTS, EMAIL APPROVAL FROM CONTRACT REVIEW, AND USE OF LOGO) **MUST** be attached to the Purchase Order. Purchase Orders will be returned if the pertinent documentation is not included.

LOGO APPROVAL:

Approval from the Vice President for Communications is required prior to using the University identity (logo) on any clothing/apparel or advertisement/promotional specialty items (pens, cups, magnets, etc.).

CONTRACT REVIEW (if applicable):

This policy is to ensure that any commitment of University resources and all related agreements obligating the University are properly reviewed and approved. The link to the Contract Review Policy is as follows:

<https://www.fdu.edu/wp-content/uploads/2019/09/14902.pdf>

Once the Contract Review process is complete, the Purchase Order can be processed and submitted to Purchasing. All necessary paperwork (quotes, contracts, agreements, approvals and confirmation from Contract Review to move forward with the PO), must be included. The Purchasing Department sends the PO and the signed contract/agreement to the vendor, a copy of the approved PO is also sent to the department.

***APPROVED VENDOR LIST:**

For a list of Approved Vendors, please visit Self-Service > Financial Management > Approved Vendors. This listing is a quick reference guide for standard goods and services and *does not* represent the complete University vendor list as vendors are added and removed on a continual basis.

<https://selfservice.fdu.edu/docs/Vendor%20Business%20Database.pdf>