Instructions for Completing the Rensselaer Union Requisition Form (Paper)

**Step 1:** Choose Appropriate Method for Requisition

- Purchase Order/Blanket
- Check Request
- Declining Balance Credit Card
- Club Operating Fund
- Money Order
- Direct Travel
- PayPal
- Pick-Up PO Copy
- Email PO
- Fax PO
- Mail Check
- Pick-Up Check or Cash

**Step 2:** Select Pick-up or Delivery Method

Next, choose the relevant option for picking up or delivering.

Note: all purchase orders are emailed to the vendor by default, but copies can also be picked up, if desired.
**Step #3:** Include Vendor’s Name, Phone Number and Unique ID.

Now, we will focus on who we are paying or buying from (the vendor).

**Step #4:** Include Club Name, SARP Name and the Goal Letter and Program Number

Club info (such as the account number and relevant budget section) is needed.
Step#5: Add the date that the Request is Submitted and Date Required

Step#6: Fill in the FOAPAL

Submission date is the day you’re filling out this form.

The required date is ideally when the transaction needs to occur by (be mindful of timeliness!)

Pro Tip: All of this information can be found in your club’s budget. You can also ask your SARP if needed.

Your club’s full account number as discussed previously in this presentation.
### Step 7: Describe Each Individual Items to be purchased. Unit Price=Cost per each Unit

This section describes the item(s) being purchased or paid for.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Name / Description / Specific Details</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>10</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Step 8: Attach Quotation (as appropriate) and Obtain Signatures

By signing this, we, the club officer and Union staff member signed below, affirm that the information provided is accurate and from our currently approved budget. A quote and any relevant documentation has been attached as necessary.

<table>
<thead>
<tr>
<th>Club Officer Name</th>
<th>Club Officer Email Address</th>
<th>Club Officer Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club Officer Position</td>
<td>Club Officer Signature</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Union Staff Name</td>
<td>Union Staff Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Authorizing club officer information and signature is required.

Your SARP signs the for the staff signature at the bottom.
**Example Purchase Requisition Forms**

### Sample Only - Do Not File

**RENSSSELAER UNION**

*Purchase Requisition Form*

- Mail Attachments
- Rush
- PRE-APPROVAL

- Purchase Order/Blanket
- Check Request (Invoice needed)
- Declining Balance Credit Card
- Money Order
- Direct Travel
- Club Operating Fund

**SPECIAL INSTRUCTIONS**

**NEED FRIDAY**

**9/18/19**

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**Vendor Name**

**RACquetBall**

**Vendor ID #**

**B**

**Vendor Phone Number**

**STEVE ALLARD**

**Submission Date**

**9/18/19**

**Club Name**

**Club SARP or Advisor Name**

**Goal**

**Program**

**Required Date**

**CLUB ACCT (FUND)**

**ORG**

**SUB-ACCT**

**PROGRAM CODE**

**ACTIVITY**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Name / Description / Specific Details</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GAS, TOOLS, AND PARKING FOR RIT TOURNAMENT - 3 CARS</td>
<td>3</td>
<td>50.00</td>
<td>150.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>3</td>
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<td></td>
</tr>
</tbody>
</table>

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**Vendor Purchase**

*This is the Preferred Method*

**REI**

*Outing Club*  

**Vendor ID #**

**8/17/19**

**Vendor Phone Number**

**(800) 258-4567**

**Club Name**

**Club SARP or Advisor Name**

**Goal**

**Program**

**Required Date**

**CLUB ACCT (FUND)**

**ORG**

**SUB-ACCT**

**PROGRAM CODE**

**ACTIVITY**

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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>831308 GoPro HD Hero OUTDOOR EDITION</td>
<td>1</td>
<td>249.99</td>
<td>249.99</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td>3</td>
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### Sample Only - Do Not File

#### Rensselaer Union
**Purchase Requisition Form**

- [ ] Purchase Order/Blanket
- [ ] FTR
- [ ] Check Request (invoice needed)
- [ ] PayPal
- [ ] Declining Balance Credit Card
- [ ] Money Order
- [ ] Direct Travel
- [ ] Club Operating Fund
- [ ] Pick-Up PO Copy
- [ ] Email PO
- [ ] Fax PO
- [ ] Mail Check
- [ ] Pick-Up Check (at Union)

**Special Instructions**
Will pick up on 3/25/18

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**Cape Ann Ultimate Inc**

- **Vendor Name:** Cape Ann Ultimate Inc
- **Vendor Phone Number:** (617) 858-5792
- **Vendor ID #:** 27470214
- **Submission Date:** 3/9/2018

**Ultimate Frisbee**

- **Club Name:** Ultimate Frisbee
- **Club SARP or Advisor Name:** Steve Allard
- **Org:** A
- **Program:** 1
- **Required Date:** 3/25/2018

**Club Acct (Fund):** 302060

**ORG:** 3137

**Sub-Acct:** 089

**Program Code:** 91040

**Activity:** 201602

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Name / Description / Specific Details</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bid Fee For New England Open (3/31-4/1)</td>
<td>1</td>
<td>$400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>2.</td>
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<td>3.</td>
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#### Rensselaer Union
**Purchase Requisition Form**

- [ ] Purchase Order/Blanket
- [ ] FTR
- [ ] Check Request (invoice needed)
- [ ] PayPal
- [ ] Declining Balance Credit Card
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- [ ] Pick-Up PO Copy
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- [ ] Mail Check
- [ ] Pick-Up Check (at Union)

**Special Instructions**

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**Marriott Hotel**

- **Vendor Name:** Marriott Hotel
- **Vendor Phone Number:** DT 525-225-6890
- **Vendor ID #:** 82501
- **Submission Date:** 8/25/19

**Racquetball**

- **Club Name:** Racquetball
- **Club SARP or Advisor Name:** Steve Allard
- **Org:** B
- **Program:** 1
- **Required Date:** 9/12/19

**Club Acct (Fund):** 302075

**ORG:** 3137

**Sub-Acct:** 111

**Program Code:** 91040

**Activity:** 201602

<table>
<thead>
<tr>
<th>Item #</th>
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<th>Qty</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hotel Rooms for Tournament, check-in 9/12, double rooms, non-smoking, checkout 9/14</td>
<td>5</td>
<td>$75.00</td>
<td>$375.00</td>
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<td>2.</td>
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