

### REQUISITION / PURCHASE ORDER FORM

One Washington Square  
San Jose, CA 95192-0183  
Ph: 408-924-1765  
Fax: 408-924-1476

**REMIT:** towerap-group@sjsu.edu

REQ# \_\_\_\_\_  
ACCT# \_\_\_\_\_  
DATE \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_  
DEPT. \_\_\_\_\_

- RSCA-RELATED ACTIVITY (Y / N)
- REQUISITION       PURCHASE ORDERS
- Check      P.O. Number \_\_\_\_\_
- Reclassification      *Vendor invoices to be sent to Tower Foundation, referencing P.O. Number above.*

**ACH** - attach instructions  
**MAIL** (default when left blank)  
**PICK UP**      Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

To (Vendor):	Deliver Purchase Order Items To: (Name, Building, Room)

DESCRIPTION	AMOUNT

**TOTAL** \_\_\_\_\_

I certify that the expenditures incurred are appropriate to this account and no other source or reimbursement will be claimed. My signature below also certifies that the activity or item for which payment is requested supports the educational mission of San Jose State University and complies with pertinent ICSUAM, SJSU, and Tower policies. Items were received in good condition or services were rendered satisfactorily.

\_\_\_\_\_  
Authorized Signature      Date      One-up Approval Signature      Date  
*(for account signer's reimbursement only)*

TOWER FOUNDATION ACCOUNTING USE ONLY		
OBJECT CODE / ATTRIBUTE	INVOICE NUMBER	INVOICE AMOUNT

TOWER FOUNDATION APPROVAL:	DATE:
ENTERED BY:	DATE:

## REQUISITION / PURCHASE ORDER FORM

### I. TYPES OF REQUISITIONS

- a. **REIMBURSEMENTS:** For purchases of supplies, materials, subscriptions, postage, mailings, catering, engaging with consultants and other expenses necessary to accomplish the general purpose of the account that you paid for and now seek to be made whole from a specific Tower account(s). Prior to making any purchase, reach out for the Tower account balance and get pre-approval from the Tower account holder.
  - Any IT-related purchases require prior [TRIA](#) approval. Include this form with this requisition.
- b. **ALL PAYMENTS MADE TO VENDORS:** To do business with Tower, we require a completed [Vendor Data Form](#) for both the purchase of tangible items and the engagement in services. For the engagement of services, Tower also requires a contract. Include both with this requisition.
  - **FOR INDEPENDENT CONTRACTORS:** An [Independent Contractor Agreement](#) must be approved by Tower Foundation BEFORE commencing work. Any invoices submitted by the contractor shall be processed using this requisition form.
- c. **RECLASSIFICATIONS:** To transfer funds between Tower accounts, complete the requisition describing the transfer needed.

### II. TYPES OF PURCHASES

- a. **TANGIBLE ITEMS \$4,999.99 OR LESS:** Complete this form and attach all receipts.
- b. **PURCHASE FOR EQUIPMENT, FURNITURE, AND OTHER ASSETS:** Assets are defined as a tangible item costing \$5,000 or more with useful life of 2 years or longer. Consult [Facilities Development & Operations' FF&E guide](#) first. In general, all assets should be purchased through [SJSU's Finance and Business Services](#). To ensure these purchases are billed to Tower, see [SJSU's Cost Recovery instructions](#).
- c. **PURCHASES OF \$50,000.00 AND MORE:** Any purchase, whether tangible items or for the engagement in services, costing \$50,000.00 or more, requires competitive bids. Please read SJSU's [Competitive Bid Policy](#) to understand the conditions and requirements and the one exception to competitive bids, which is to use [Sole Source/Brand Justification](#).

### III. HOW TO COMPLETE THIS FORM

1. **ACCOUNT NUMBER, DATE, CONTACT NAME, PHONE, AND DEPARTMENT** information are required in the top right box. Requisition number is optional.
2. **RSCA (Research, Scholarship, Creative Activity):** Confirm Yes or No if the transaction supports RSCA-related activity. Collection of this data is required as part of campus-wide reporting.
3. **REQUISITION FOR:** Check appropriate box to indicate whether requesting a check or reclassification.
4. **Routing Instructions:**
  - a. **Mail to Payee:** Provide the complete address in Vendor box below and a check will be mailed.
  - b. **Hold for Pick-up:** Provide an on-campus name (if different from yours) and phone number and the department or individual will be called when the check is ready for pick-up.
5. **"TO" VENDOR INFORMATION:** Enter the full name of the individual or vendor to receive the check or purchase order. If moving funds between accounts, enter the account where the funds are moving to here.
6. **DELIVER PURCHASE ORDER ITEM TO:** Please fill in name, building, and room number. This advises the University Receiving Department on where to deliver the items.
7. **DESCRIPTION:** Provide sufficient information to clearly describe items, quantity, amounts, etc.
8. **AUTHORIZED SIGNATURE:** If a person has not been authorized to sign on a project, the requisition will be returned for authorized signature.
9. **"ONE-UP" APPROVAL SIGNATURE:** Is required for all reimbursements or payments to the account signer (i.e. the approval of the supervisor).