

**VANDERHEYDEN  
Goods and Services Requisition Form**

**Requester:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**PO:** \_\_\_\_\_

**Purchase Order Information- Complete Vendor Information below if purchase is "Billed by Vendor"**

<b>Check</b>	<input type="checkbox"/>	<b>Payable To:</b> _____
<b>Credit Card</b>	<input type="checkbox"/>	<b>Name on Card:</b> _____
<b>Billed by Vendor</b>	<input type="checkbox"/>	<b>Vendor Name:</b> _____
		<b>Address:</b> _____
<b>Petty Cash</b>	<input type="checkbox"/>	

REQUEST QTY/UNIT	UNIT COST	TOTAL COST	PURPOSE/DESCRIPTION	FUND	ACCOUNT	CC1	CC2
	<b>Total</b>						

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

Requestor's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Director's Approval Signature \_\_\_\_\_

Date: \_\_\_\_\_

Vice Presidents Approval (If over \$500) Signature \_\_\_\_\_

Date: \_\_\_\_\_

CFO Approval (If over \$1,000) \_\_\_\_\_

Date: \_\_\_\_\_

\*\* REQUESTER CANNOT APPROVE THEIR OWN PURCHASE ORDER – APPROVAL SIGNIFIES FUNDS ARE AVAILABLE IN PROGRAM BUDGET FOR THIS EXPENDITURE.

Tax Exempt #12563/ FED I.D. #14-1338575