

# PURCHASE ORDER CHECKLIST

## Gather all forms if a new vendor:

- Vendor Request Form
- W-9
- Conflict of Interest
- Felony Form
- Non-Terrorist/Non-Boycott Israel Form

## Gather all documents for requisition:

- 1, 2, or 3 Quotes as required? Co-op pricing on them?
- PIF completed and signed? (if required)
- Req Group?
- Funds? (Submit transfer if needed)
- Commodity code?
- Contract co-op code?
- Attachments?
- Notes?  
(ex. Lowest Quote Chosen; Please Rush; Budget Transfer Submitted; etc.)

## Federal Fund purchasing has its own purchasing requirements

- Use Micro or Small Checklist and attach it with other documents
- Refer to the State and Federal Procedures manual.