

usfca.edu/purchasing/forms\_handouts/

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### PROGRAMS & SERVICES

- MFP Program Overview
- Central Receiving
- Furniture (FF&E)
- Name Badges
- Office Supplies
- Print Services
- Stationery & Business Cards
- Vehicles
- Vending
- Water & Coffee Services
- Add
- Edit Menu

### FOR DEPARTMENTS

- Supplier Portfolio
- How to Buy
- FY 14 Close
- Add
- Edit Menu
- Add

## Forms and Handouts

These forms & handouts are available resources and guides to assist departments through Purchasing's services. Please continue to check in for new and updated forms.

### Purchasing General Handouts

- [AT&T Discount - Instructional Handout](#)
- [How to: Fill Out a Paper Requisition](#)
- [USF Conflict of Interest Statement, HR](#)
- [USF Purchase Order Terms & Conditions](#)
- [USF Purchasing Policy & Procedures](#)
- [USF Signing Authority Memo - Individual](#)
- [USF Signing Authority Memo - Multiple Signatures](#)
- [USF Purchasing Pre-hire Form](#)
- [USF Business Card Form](#)

### MFP Program

- [MFP Access Request Form](#)
- [Student Employee \(SE\) Copy Card Request Form](#)

### pReq

Please save form to computer before using:  
[pReq Form](#)

### QUICK LINKS

- [Purchasing Home](#)
- [Forms & Handouts](#)
- [PO Terms & Conditions](#)
- [Policies & Procedures](#)
- [Add](#)
- [Edit Menu](#)

Please save the p-REQ fillable PDF form to your computer. It is available for download at the Purchasing & Ancillary Services (PAAS) website. It is located in the Forms & Handout tab under QUICKLINKS.

**P-REQ**

# PAAS use only

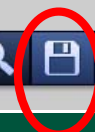
Please e-mail completed form to [PREQ@USFCA.EDU](mailto:PREQ@USFCA.EDU)

P-REQ DATE: \_\_\_\_\_ / DATE NEEDED \_\_\_\_\_

REQUESTING DEPT	REQUESTOR	SUGGESTED VENDOR
CAMPUS DELIVERY LOCATION	Contact : _____	VENDOR CONTACT
	E-mail: _____	
FOAP	Phone: _____	

QTY	UOM	CATALOG#	DESCRIPTION	UNIT PRICE	AMOUNT	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
<input type="checkbox"/> ATTACHMENTS ENCLOSED					TOTAL	\$ 0.00

SPECIAL INSTRUCTIONS FROM DEPT	PURCHASE ORDER DELIVERY
	<input type="radio"/> Mail to Vendor



Save p-REQ to your desktop prior to filling it out.

This file includes fillable form fields.  
You can print the completed form and save it to your device or Acrobat.com.

**P-REQ** # **PAAS use only**

Please e-mail completed form to [PREQ@USFCA.EDU](mailto:PREQ@USFCA.EDU)

P-REQ DATE: 08/25/2015 / DATE NEEDED 09/15/2015

<b>REQUESTING DEPT</b> Purchasing	<b>REQUESTOR</b> Contact: Jillian Rosal E-mail: <a href="mailto:jatembilque@usfca.edu">jatembilque@usfca.edu</a> Phone: x5898	<b>SUGGESTED VENDOR</b> C.R.E.A.M. 3106 16th Street San Francisco, CA 94103 415.400.4551
<b>CAMPUS DELIVERY LOCATION</b> HH LL Hayes Healy Lower Level, Room 101	<b>FOAP</b> 110000-XXXXXX-XXXXXX-1600	<b>VENDOR CONTACT</b> Barbara Smith bsmith@creamnation.com

QTY	UOM	CATALOG#	DESCRIPTION	UNIT PRICE	AMOUNT
30	EA	412	Chocolate Chip Cookies	\$ 5.00	\$ 150.00
900	EA	789	Oatmeal Raisin Cookies	\$ 5.00	\$ 4,500.00
190	EA	541	Red Velvet Cookies	\$ 5.00	\$ 950.00
2000	GAL	996	Vanilla Ice Cream	\$ 4.00	\$ 8,000.00
1	TAX		Tax	\$ 1,190.01	\$ 1,190.01
					\$ 0.00
<b>TOTAL</b>					\$ 14,790.01

ATTACHMENTS ENCLOSED

<b>SPECIAL INSTRUCTIONS FROM DEPT</b>	<b>PURCHASE ORDER DELIVERY</b>
	<input type="radio"/> Mail to Vendor <input type="radio"/> E-mail to : <input type="radio"/> Fax to : <input checked="" type="radio"/> Phone order : 415.400.4551 WILL CALL: <input type="radio"/> Return to department <input type="radio"/> Hold for pick-up
<input type="radio"/> Paper <input checked="" type="radio"/> PDF copy of purchase order to department	
<b>SPECIAL APPROVALS (if necessary)</b>	Please refer to <a href="http://web.usfca.edu/purchasing/poinguide">web.usfca.edu/purchasing/poinguide</a> for a list of restricted commodities and special approvals

SIGNATURES	Name	E-mail	Signature
Budget Approval	Luis Diaz	<a href="mailto:ldiaz6@usfca.edu">ldiaz6@usfca.edu</a>	
VP / Provost Approval			
Additional Approval			

- Complete the p-REQ as you would complete a paper purchase requisition.
- As with any type of purchase requisition, departments may suggest a source of supply by including the Vendor's complete name, address and contact information. However, Purchasing Services does have the final authority on vendor selection.
- If the suggested vendor is not an active USF vendor, the vendor must complete the Vendor Registration form prior to PO issuance. Please note this may delay the issuance of the PO. Vendor Registration forms are available at [web.usfca.edu/Purchasing/Vendor\\_Registration\\_Form](http://web.usfca.edu/Purchasing/Vendor_Registration_Form)
- The requisition must contain the quantity, UOM (unit of measure), i.e., ea, pkg, box, other, etc., catalog number (if applicable) and a complete description of the items or services being ordered. If cost is estimated, please note in the special instructions section. If applicable, sales tax will be added by PAAS if not already included.
- If additional order lines are needed, please continue on the p-REQ worksheet (attached in download). Please do not submit an additional p-REQ to complete the order.
- Please include any necessary attachments (i.e., quotes, order forms, audit documentation, etc.) in PDF format and check the attachment enclosed box.

SPECIAL INSTRUCTIONS FROM DEPT	PURCHASE ORDER DELIVERY
<div style="border: 1px solid red; padding: 2px;">           1100000-561001-xxxxxx-xxxx = \$50.00            1100000-571001-xxxxxx-xxxx = 25%            1100000-561001-xxxxxx-xxxx = 75%         </div>	<input type="radio"/> Mail to Vendor <input type="radio"/> E-mail to : _____ <input type="radio"/> Fax to : _____ <input checked="" type="radio"/> Phone order : 415.400.4551 WILL CALL: <input type="radio"/> Return to department <input type="radio"/> Hold for pick-up
<input type="radio"/> Paper <input checked="" type="radio"/> PDF copy of purchase order to department	Please refer to <a href="http://web.usfca.edu/purchasingbuyingguide">web.usfca.edu/purchasingbuyingguide</a> for a list of restricted commodities and special approvals
SPECIAL APPROVALS (if necessary)	

SIGNATURES	Name	E-mail	Signature
Budget Approval	Luis Diaz	diaz6@usfca.edu	
VP / Provost Approval			
Additional Approval			

For form instructions visit [web.usfca.edu/purchasing/breq](http://web.usfca.edu/purchasing/breq)

rev. V82515

SAVE AS      PRINT      RESET FORM

- The purchase transaction may be split by dollar or percentage between multiple FOAPS as long as percentage total equals up to 100%. Please list the additional FOAPS and distribution in the **Special Instructions** block. (**See example**).
  - Indicate how the PO is to be distributed in the Purchase Order Delivery Block.
  - Indicate if you would like a paper or PDF copy of the PO.
- Approvals/Signatures:**
- In the signature block, **only** provide the names and email addresses required to approve the p-REQ. Signatures are not required to submit the p-REQ as approvals are obtained through DocuSign.

UNIVERSITY OF SAN FRANCISCO Purchasing and Associated Services

P-REQ #

Save As

Save As: C.R.E.A.M|.pdf

Tags:

Where: Downloads

Save to Online Account Format: Adobe PDF Files

Cancel Save

QTY	UOM				
30	EA				
900	EA				
190	EA	541	Red Velvet Cookies	\$ 5.00	\$ 950.00
2000	GAL	936	Vanilla Ice Cream	\$ 4.00	\$ 8,000.00
1	TAX		Tax	\$ 1,190.01	\$ 1,190.01
					\$ 0.00
				TOTAL	\$ 14,790.01

ATTACHMENTS ENCLOSED

SPECIAL INSTRUCTIONS FROM DEPT	PURCHASE ORDER DELIVERY
	<input type="radio"/> Mail to Vendor <input type="radio"/> E-mail to : <input type="radio"/> Fax to : <input checked="" type="radio"/> Phone order : 415.400.4551
<input type="checkbox"/> Paper <input checked="" type="checkbox"/> PDF copy of purchase order to department	WILL CALL: <input type="radio"/> Return to department <input type="radio"/> Hold for pick-up

SPECIAL APPROVALS (if necessary)

SIGNATURES	Name	E-mail	Signature
Budget Approval	Luis Diaz	ldiaz6@usfca.edu	
VP / Provost Approval			
Additional Approval			

For form instructions visit [web.usfca.edu/purchasing/preq](http://web.usfca.edu/purchasing/preq) rev. V82515

SAVE AS PRINT RESET FORM

Use the 'Save As' function and name the p-REQ the suggested vendor's name. Email the completed p-REQ to:

preq@usfca.edu