SAF Purchase Requisition Request



A minimum of 7 days for conversion from the time of FULL release.

	FOR OFFICE USE:
Date of request:	
Sponsor Name:	$ TPR: \Box IRONCLAD: \Box SOLE SOURCE: \Box$
Sub-account #:	ACTIVITY FUND INFORMATION
P-Card	Vendor #:
<u>r-caru</u>	GL #:
P-Card request? \Box	Cost Center #:
Date of item use or event?	Order #:
Description of use/event?	SAP INFORMATION
Vendor Information	PR #:
Vendor Name:	PO #:
Sales Rep Name:	
Number:	GR #: *This is not to replace the SAF Tracking/P-Card Log*
Address:	
New vendors can take up to 1 week to set up.	

• Obtain and attach an official quote from the vendor, screenshots will only be accepted for Pcard purchase

- Quote dates, should be valid for a minimum of 30 days
- Confirm that any shipping costs are listed on the quote, and there is **NO tax**
- All items purchased must follow OKCPS Policies

DESCRIPTION	QUANITITY	UNIT PRICE	TOTAL
SUBTOTAL			
SHIPPING & HANDLING			
TOTAL DUE			

Sponsors Signature: _

PO'S ARE GENERATED AFTER A PURCHASE REQUISITION (PR) HAS BEEN CREATED AND RELEASED BY THE APPROPRIATE STAFF. IF ONE IS NOT IN PLACE BEFORE RECEIVING ITEMS/EVENT, IT WILL BE AN ILLEGAL PURCHASE.