P&A Internal Order Form for Goods & Services

Date: _____
*Version: March 2016

Name: _____
Email: _____
Phone: _____

Check one: Equipment ☐ Consumable ☐
Replacement Part: Yes ☐ No ☐
UNM Tag / Assembly No. _____
Location (Required) _____

Shipping Preference: ☐ FedEx ☐ Overnight ☐ UPS ☐ 2nd Day ☐ Pick-Up ☐ Ground

Vendor: _____
Phone/Fax: _____
Prices confirmed with: _____
Website/E-mail: _____

Advanced Special Exception Required for:
(check all that apply)
☐ 3rd Party Checkouts *(Paypal, Square, etc.)*
☐ Pre-paid foreign national travel
☐ Software purchase/maintenance
☐ Online services *(Dropbox, Google Drive, etc.)*
☐ Hazardous/dangerous materials
☐ Food purchases *(meals, catering, etc.)*
☐ Rentals *(equipment, facilities, etc.)*

Qty	Part #	Description	Item cost	Total
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
Sub Total				$0.00
Shipping Costs				

Total w/shipping

Index	Acct. Code	Amount

(for office use only)
___ Odrive
___ Index
___ Scan
___ Email Ntfctn
___ Invoice Rcvd
___ Odrive Updated
___ Index Updated
___ Packing Slip Rcvd
___ Reallocated -
___ Reconciled

Purchase Orders:
(Federal grants: always attach 3 quotes)
Services >$5,000 (SPQ required)
Goods $10,000-$20,000 (attach a quote)
Goods $20,000-$60,000 (attach 3 quotes)
Goods >$60,000 (must be competitively solicited for 30 days, include Sole Source if applicable)

PCard Orders:
Services < $5,000
Goods < $10,000 (attach a quote)

Authorized Signature: _____

Business Purpose: _____

*Please describe **HOW** the purchase will benefit UNM and **WHY** it is being requested*