

SABSC PURCHASE ORDER Form

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORM FOR INSTRUCTIONS

Today's Date: ____/____/____

Chartstring Name: _____

Contact Person: _____ Title: _____

Phone: _____ E-Mail: _____

Chartstring:

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC use)</u>

Event Name: _____ Event Date: ____/____/____

Who placed the order from your RSO? _____ Vendor Associate Name: _____

Shipping address: _____

Total Purchase Order Amount: \$ _____

Send Purchase Order To: _____
Address: _____
City, State, Zip: _____ Phone: _____ Fax: _____
BC Vendor ID #: _____
Provide the Vendor ID # above. The request will be returned if the Vendor cannot be found
To obtain a BC Vendor ID #, the vendor must complete a W-9 Form located at:
http://www.bc.edu/offices/buy/businesswith.html
Mail or fax W-9 Form directly to Accounts Payable at: 617)552-0661

Approvals:

1st Authorization (Print): _____ Sign: _____ Date: _____

2nd Authorization (Print): _____ Sign: _____ Date: _____

----- **For SABSC Use Only** -----

Comments: _____

Purchase Requisition #: _____ SABSC STAFF: _____ Date: _____

Purchase Order (PO) #: _____ Date: _____

Reconciled to PeopleSoft By: _____ Date: _____

How to Ensure Effective Processing

General Information

- P-Card is the preferred method of payment
- If you have an invoice, do not use the Purchase Order Form. Submit the invoice with an Outside Vendor Payment Form
- Use this form only for purchases over \$5,000.00
- Call the Vendor to see if they will take a BC Purchase Order Confirmation
- Fill out the Purchase Order Form completely and legibly. The form can be filled out on-line and printed
- Make sure that the Vendor has a BC Vendor ID, if not complete a [W-9 Form](#)
- The Form must be signed by the appropriate signatories
- A PO number is generated in 7-10 business days

Placing Your Order

- When the Purchase Order (PO) number is generated, it will be scanned to your RSO MyFiles folder and you will receive an email notification with follow up instructions
- Call the Vendor, provide them with the PO# located at the bottom of the Purchase Order Form, and confirm your order
- Packages should be shipped directly to the student campus address
- A confirmation receipt of purchase and a copy of the invoice must be provided to the SABSC
- All proof of purchase receipts must be turned into the SABSC (ex: packing slip, invoices, etc...)

Blanket PO

- Blanket PO numbers are to be used with vendors that your organization uses repetitively
- To increase or decrease the amount, send an email to club.budget@bc.edu, and include the PO#
- Close the blanket at Fiscal Year End by sending an email to the SABSC club.budget@bc.edu

Vendor Payment Instructions

- Contact the Vendor to ensure that the invoice has been submitted to Procurement Services for payment
- Request the Vendor to send the invoice to:
Boston College
140 Commonwealth Ave
ATTN Procurement Services, More Hall 180
Chestnut Hill, MA 02467
Fax: (617)552-2369
- The Vendor must include the PO# on the invoice
- If the invoice is not received by Fiscal Year End (5/31) the Vendor will not be paid, the funds will be unencumbered and the invoice will be paid from the RSO next year budget