

**Requisition to Purchase (Off Campus Vendors)**

Date \_\_\_\_\_ Requestor \_\_\_\_\_ Acct.# \_\_\_\_\_ Fac. Code \_\_\_\_\_

OE \_\_\_\_\_ OCO \_\_\_\_\_ OPS (Contract) \_\_\_\_\_ If OCO, indicate Room # \_\_\_\_\_ and Bldg # \_\_\_\_\_

Quote:  Yes  No    Sole Source:  Yes  No    Please attach quote or sole source form.

Vendor \_\_\_\_\_  
 Name & Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
**Vendor FEID #** \_\_\_\_\_

Item	Qty	Catalog#	Description	Unit Price	Total
001					
002					
003					
004					
005					
006					
007					
008					
009					
010					
011					

If auto repair, list tag and vehicle number. Please verify shipping and handling charges with vendor.

Fiscal Office Use:    Account Code \_\_\_\_\_

Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_ Processor \_\_\_\_\_

P.O. # \_\_\_\_\_

Dollar levels for purchasing quotes per requisition:

Total purchase order to one vendor costing:

1. Requisition Total below \$5,000 - No quotes required
2. Requisition Total between \$5,000 and \$24,999 – 2 or more verbal quotes referenced on the requisition
3. Requisition Total between \$25,000 and \$74,999 - 2 or more written quotes attached or faxed to UF’s purchasing office
4. Requisition at \$75,000 and above – competitive bid process required
5. Purchases above \$100,000 have specific guidelines see <http://fa.ufl.edu/ucobook/handbook/handbook.asp?doc=1.4.12.8>

Dollar levels for OCO purchases:

- Book purchases: \$250 & less are OE  
(hard cover) \$251 & over are OCO
- Supply purchases: under \$5,000 per item are OE  
over \$5,000 per item & a life expectancy greater than 1 year are OCO