

**PURCHASING REQUEST FORM**

First, go to the [Penn Supplier Search Index](https://benfprod.isc-seo.upenn.edu/OA_HTML/RF.jsp?function_id=1004254&resp_id=50491&resp_appl_id=20063&security_group_id=0&lang_code=US&oas=rzpCRWXHJJhUD1HZiaRowQ..&params=SEUd7Hay9LhVMPY0Gwu8IufRBFXHTv5L9hyULb0RMwg) to see if the supplier is a current PO Vendor. If not, payment will need to be processed as a Non-PO Request or via ProCard, depending upon what is being purchased.

Complete the information below and email the completed form along with all back-ups and documentation to the [SP2 Finance team](mailto:sp2finance@sp2.upenn.edu) for review and processing.

**Date of Request:**

**Type of Purchase:** ☐PO ☐Non-PO\* ☐ProCard ☐Meeting Card

\*Additional forms and information may be required before your request can be processed. Please see the attached Non-PO Forms Checklist on page 2.

**Supplier/Payee Name:** Click or tap here to enter text.

**Name of Account/Program Budget to Charge:** Click or tap here to enter text.

**Total Amount of Purchase:** $Click or tap here to enter text.

Per Penn Policy 2308: All purchases with an aggregate value of $10,000 or more must be competitively bid. Regardless of the dollar amount, competitive bids are not required for purchases from University Contract Suppliers and Penn Marketplace Suppliers designated as such. If requesting a Bid Waiver, please provide a sole-source justification along with your business justification below.

**Will this require a receipt before payment is issued:** ☐Yes ☐No

Orders with an aggregate value of $5,000 or more automatically require a receipt confirmation per Penn Financial Policy and Penn Best Practices. Orders less that an aggregate value of $5,000.00 can be requested to require a receipt confirmation by checking “yes” above.

**Contract Agreement or Quote Attached:** ☐Yes ☐No

**Date of Event/Need-by Date (if applicable):** Click or tap to enter a date.

**Business Justification:**

Click or tap here to enter text.