UC DAVIS GRADUATE SCHOOL OF MANAGEMENT

Order Request Form

When can a Purchasing Card be used?

Purchasing Card is available to use for items allowed per policy. Please contact the Business Office for any purchasing request questions. Total transaction and/or daily vendor amount under $9,999.99, subscriptions, membership, supplies, computers & peripherals, general office supplies, books, cleaning supplies etc.

When is a PO required?

Purchase Order and Automatic Purchase Order can be driven by the dollar amount, commodity codes or vendor type. If a department/campus/system wide agreement is present it would fall under an APO. A purchase order will be required if it meets ***any*** of the criterias below:

- Sponsorship Agreement
- Service (guest speaker, implementation, design, transcribing, surveying, data, installation, etc.)
- Total dollar amount over $9,999.99
- Any agreement with terms & Conditions requiring a signature including facility rentals (events), free or paid cloud based services

How do I request a PO?

Please expect 3-5 business days for APO/PO processing in the GSM Business Office. Expect additional 4-6 weeks processing for PO's in Procurement & Contracting Services.

1. Obtain written quote from vendor
2. Complete Purchase Order Request Form and e-Mail to businessoffice@gsm.ucdavis.edu along with the quote.
3. A representative from the Business Office will contact you for the following steps and for any additional information that is needed.

Requester Name:

Date:

Date Needed By :

Vendor Name:

Account(s) to Charge:

Business purpose for items needed and/or need of services

Please provide direct links to items, quantities, colors, styles etc.