

SABSC PURCHASE ORDER Form

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

Date: _____/_____/_____

Contact Person: _____ Title: _____

Phone: _____ E-Mail: _____

Chartstring Name (Required): _____ Department Name: _____

Chartstring:

Dept ID	Fund	Fund Source	Program	Function	Property	Account (SABSC Use Only)

Description: _____ Due Date: _____/_____/_____

BC contact responsible for Purchase Order: _____

If over \$10,000, was this order cleared with Procurement? Yes No

If no, please explain: _____

Sole Source? Yes No If yes, please include sole source approval form

If no, please explain: _____

Sole Source Link can be found at: <https://bcwiki.bc.edu/pages/viewpage.action?spaceKey=FVP&title=Making+a+Purchase>

Shipping address: _____

Total Purchase Order Amount: \$ _____

Vendor: _____
Contact Person (REQUIRED): _____
Contact Email (REQUIRED): _____ BC Vendor ID# _____
Address: _____
City, State, Zip: _____ Phone: _____
The request will be returned if the Vendor ID number cannot be found To obtain a BC Vendor ID Number, the vendor must register as a supplier: www.bc.edu/content/bc-web/offices/financial-vice-president/departments/procurement.html
Foreign Vendors must also complete the Foreign Vendor Registration Form on the same page

Authorized Approvals:

Name: _____ Title: _____ Sign: _____ Date: _____

Name: _____ Title: _____ Sign: _____ Date: _____

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

Comments: _____

Purchase Requisition #: _____ SABSC staff: _____ Date: _____

Purchase Order (PO) #: _____ Date: _____

How to Ensure Effective Processing

General Information

- P-Card is the preferred method of payment
- Use this form only for purchases over \$10,000. Anything over \$10,000 must be cleared with Procurement. See the University Bidding Policy: <https://bcwiki.bc.edu/display/FVP/Policies>
- Fill out the Purchase Order Form completely and legibly. The form can be filled out online and printed
- The Form must be signed by the appropriate signatories
- Make sure that the vendor has a BC Vendor ID number, if not complete please register as a supplier: www.bc.edu/content/bc-web/offices/financial-vice-president/departments/procurement.html
- A Purchase Order (PO) number is generated in 7-10 business days
- For your records, make a copy of all paperwork before submitting to the SABSC

Placing Your Order

- When the PO number is generated, you will receive an email notification with the PO number and follow-up instructions
- Provide vendor with PO number to confirm order and instruct them to include PO # on invoices
- Packages should be shipped directly to the requestor campus address

Blanket PO

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

Vendor Payment Instructions

- Invoices can be emailed directly to Procurement at bcinvoices@bc.edu. Make sure to write the PO number on the invoice
- Appropriate personnel must initial and date all invoices over \$10,000 and write 'approved for payment' before emailing the invoice to Procurement
- Request the vendor to include the PO number on the invoice and email bcinvoices@bc.edu or mail to:

Boston College
140 Commonwealth Ave
ATTN Procurement Services, 129 Lake Street, Room 250 Chestnut Hill,
MA 02467
Fax: (617)552-2369