

# PURCHASE REQUISITION

Please see the instructions on page two for guidance in completing this form

All capital equipment (>\$5,000) and computers/laptops must be purchased by the CVRE Accounting department. Personal reimbursement for these items is **not** allowed. Contact CVRE Accounting directly to order.

	<b>Today's Date</b>
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<p><b>Vendor Information</b></p> <p>Name _____</p> <p>Address _____</p> <p>Phone _____</p> <p>Email _____</p> <p>Signature of Requestor: _____</p> <p>Signature of Principal Investigator: _____</p>	<p><b>Budget Information</b></p> <p>CVRE Acct # _____</p> <p>Acct Name _____</p>
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<b>Order #</b>				
Cat #	Description	Qty	Unit Cost	Cost Ext.
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
			<b>Subtotal</b>	\$
			Ship/Handle	\$
			<b>Total</b>	\$
<b>Relevance to VA Mission. Justify the project-related purpose of this expenditure</b>				

<p><b>Shipping Information</b></p> <p>Attention _____</p> <p>Building/Room # _____</p> <p>Address 1 Veterans Drive _____</p> <p>City, State Zip Minneapolis, MN 55417 _____</p> <p>Phone/Ext _____</p> <p>Email: _____</p>	<p><b>Billing Information</b></p> <p>CVRE</p> <p>1 Veterans Drive (151)</p> <p>Minneapolis, MN 55417</p> <p>612-467-3560      AP@CVRE.ORG</p>
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CVRE OFFICE USE ONLY	
GL Account _____	PO# _____
New Vendor? _____	
EPLS Checked/Approved _____	Quickbooks Checked/Approved? _____

**CVRE AUTHORIZED SIGNATURE:**

INSTRUCTIONS:

CVRE requires a completed Purchase Request sent to the Accounting department:

1. Complete electronic copy located on [www.cvre.org](http://www.cvre.org); email to [AP@cvre.org](mailto:AP@cvre.org)
2. Complete and print the form. Deliver through interoffice mail or into Research office cubby – Attention: Accounts Payable. Please do not drop off onto individual desks in the CVRE Admin office.

CVRE reviews Purchase Requests and establishes and approves new vendor accounts in advance of purchases.

In most cases a Purchase Order is produced and an electronic copy is emailed to the Requestor. Principal Investigators (and their authorized staff) are responsible for placing the order with the vendor.

Exceptions:

1. CVRE maintains business accounts with Amazon, Staples, Target and Walmart. These orders are placed by CVRE Administration.
2. Computers and peripherals are placed by and shipped to CVRE Administration.

When items are received, the Requestor should inspect for damage, defects or other discrepancies or errors. The accompanying packing slip should be signed and dated and sent to the Accounts Payable department either by email or through Interoffice mail.

If a packing slip was not included with the items received then the Requestor should email [AP@cvre.org](mailto:AP@cvre.org) with the PO number, and confirm the details and condition of the item, quantity and date received.

CVRE will not pay an invoice without a packing slip or email confirmation that the goods/services were received.

CVRE will issue payment when the invoice, packing slip and PO are matched.

For purchases over \$10,000, a Vendor Justification Form must be submitted with the Purchase Request Form.