

Foundation Requisition Purchase Form

(revised 9-24-2024)

The Requisition Purchase Form must be completed and approved prior to placing an order, making a purchase, or receiving a cash advance. <u>When ordering use the Foundation's address at the top of this form for billing purposes</u>, <u>and your campus address for delivery</u>. Do not use a personal address. For purchases made without a preapproved Requisition Purchase Form, reimbursement or payment can not be guaranteed. Once the Requisition Purchase Form is approved a Foundation Purchase Order will be issued, a Cash Advance will be made, or a Foundation Check will be provided to a vendor so the purchase can be completed. A copy of the vendor's estimate or invoice must be attached to this form.

This is a request for: D Purchase Order	Payment for Vendor	Cash Advance		
1. REQUESTED BY:				
Name:	College/Dept:			
Date: Phone:	Email:			
2. VENDOR INFORMATION:				
Name:	Phone:	Email:		
Address:				
Street	City	State	Zip	
3. FOUNDATION FUND INFORMATION:				
Fund Name:		Fund Account N	Fund Account No.: F-	
Type of expense: 🛛 Invoice payment	Budget transfer	Purchase		
4. RETURN P.O. / PAYMENT TO: 🖵 Vendor	Requestor 5. DA			

6. DESCRIPTION OF PURCHASE		QTY	UNIT PRICE	TOTAL
Attach supporting documents (estimate, receipt or invoice) before r	outing to Foundation.			
			Sub-total	
7. PRINTED NAMES & SIGNATURES:			Sales tax	
			Shipping	
College/District Fund Manager	Date		TOTAL	
College President / District Chancellor or Designee	Date	For use by	the YCCD Found	dation:

Foundation Requisition Purchase Process

- 1. Complete the Foundation Requisition Purchase Form.
 - a. Indicate if you are requesting a Purchase Order (P.O.), Payment for a Vendor, or a Cash Advance.
 - b. Attach a copy of the Vendor's estimate or invoice if requesting a P.O. or payment.
 - c. For a meal or travel Cash Advance provide an estimate using YCCD Per diem guidelines. For purchasing meals for multiple people, such as a sports team, provide a roster of people to be served.
 - d. Provide the proper Foundation Fund Name and F-code *(item 3).* Foundation Codes can be found at <u>www.yccdfoundation.org</u>.
 - e. Indicate where the P.O. or payment are to be returned (item 4).
 - f. Indicate the Date needed (items 5).
 - g. Provide a description of the proposed purchase *(item 6)* OR enter "see attached estimate/invoice.
 - h. Have the fund manager print name, sign and date the form and forward to the College President for approval.
- Return the completed form with attached documents to the Foundation Office at the Sutter County Center, 3301 E. Onstott Road, Yuba City, CA 95991, OR email completed form and documents to foundation@yccd,edu.
- 3. If making a purchase with a P.O., once the item is received forward the packing slip or invoice to the Foundation Office for payment. Make sure the P.O. number is indicated on the invoice.