How to Submit a Purchase Request

ALL EXPENSES PAID FOR WITH RESTRICTED MUST BE UNDER A TRAVEL REP’S NAME!!! ANY NON-TRAVEL REP THAT PAYS WILL NOT BE REIMBURSED THROUGH RESTRICTED.

REMINDEERS:

- Purchase requests must be submitted and approved by the Sport Club Coordinator PRIOR to any purchase using restricted or supplemental money
- Purchase requests are usually used for uniforms and equipment
- The purchase request must be accompanied by:
  1. A quote from the vendor (A quote is an estimated/negotiable price)
  2. A W9 from the vendor (make sure the W9 is the most updated one – found at https://recreation.ku.edu/sport-clubs-resources)
  3. Vendor contact information
- Make sure you check to see if the Vendor will accept a PO for Purchase (This means that they will ship the product to us before they are paid by the university).
Step 1: Go to [http://recreation.ku.edu/sport-clubs](http://recreation.ku.edu/sport-clubs) and click on resources.
Step 2: Click “Ku Sport Clubs Documents and Forms” → Choose the purchase request form that applies to your purchase.

There are two different forms. One for purchases above $3,000 and one for purchases $2,999 and below.
Step 3: Fill out the purchase request form.

**Any items purchased with restricted or supplemental must be delivered to the rec center! (1740 Watkins Center Dr.)**

Make sure to include a quote and VENDOR W9!

To avoid having your form be blank, be sure to save it **BEFORE** filling it out.

**Attention:** All items below must be submitted before the Sport Club Office will process paperwork. No purchases will be made until the following items are submitted.

- Is vendor’s W9 attached? [ ] Yes [ ] No
- Is a quote attached? [ ] Yes [ ] No
- N/A  If apparel: is the mockup artwork attached? [ ] Yes [ ] No

**Payment/Shipment Clarifications:**

- Can the supplier accept a PO for purchase? (Can the supplier ship the order prior to receiving the payment?) [ ] Yes [ ] No

**Vendor:**

- Company ____________________________  Contact Name ____________________________
- Address ____________________________  Phone ____________________________
- ____________________________________  Email ____________________________
- ____________________________________  Fax ____________________________

This address will be the one we send the check to after receiving the product.
**REMINDERS:**

For purchase requests $3,000 and above:

- Requires club to include bids from 3 separate vendors for the same item(s). The vendor chosen must hold the lowest bid.
- Must include with purchase request form: **W9** if applicable (don’t need W9 for hotels), **quote/bids, vendor contact information, graphic mockups** (if purchasing apparel with logo or requires licensing approval from the University of Kansas), **payment and shipping information**.

For purchase requests $2,999 and under:

- For items other than apparel, only 1 quote is required (For apparel, at least 2 are required)
- Must include with purchase request form: **W9** if applicable (don’t need W9 for hotels), **quote/bids, vendor contact information, graphic mockups** (if purchasing apparel with logo or requires licensing approval from the University of Kansas), **payment and shipping information**.