

Instructions for Preparation of University of Hawaii  
Hard Copy Purchase Order Form

a. General Guidelines

The University of Hawaii standard purchase order shall be used 1) to order goods, services or construction from a specified vendor and 2) to record the aforementioned transaction into the University of Hawaii's Financial Management Information System.

The hard copy purchase order document is a six-part form composed of the following:

White copy	- Vendor copy
Yellow copy	- OPRPRM copy
Blue copy	- Receiving report
Golden copy	- Requisitioner copy
Orange copy	- Fiscal Officer copy
Buff copy	- Disbursing copy

b. Completion Instructions

All fields must be completed unless noted as optional.

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|---------------------------|--|
| 1) Campus Code            | Enter appropriate Campus Code.<br>Refer to Table A12.099.  |
| 2) Date                   | Enter date of preparation<br>(mm/dd/yy).   |
| 3) Federal Funds<br>Apply | Check appropriate box and attach<br>Federal Provisions, if applicable.   |
| 4) Deliver To             | Enter location where delivery<br>should be made (state complete and<br>accurate address).  |
| 5) Vendor                 | Enter complete name and ordering<br>address, including zip code, of<br>selected supplier. If individual,<br>enter vendor's last name, first<br>name, middle initial. |
| 6) Requisitioner          | Enter name of person initiating the<br>order.  |

- 7) Requisitioner's Telephone No. Enter complete telephone number of requisitioner (include area code if order is to mainland vendor).
- 8) Deliver On/Before Enter number of days after receipt of order (ARO) by vendor, e.g., 10 days ARO, by which items must be received by the program. Time of delivery is an essential element for inclusion in a purchase order. Delivery dates should be clearly indicated on the purchase order to avoid ambiguity or non-compliance by the vendor. Vague or non-specific terms such as "Rush" or "As soon as possible" should never be used. Delivery date must be realistic in terms of the vendor's ability to comply, and purchase orders should be initiated early enough to insure delivery by the required delivery date.
- The conditions "No Partial Shipments Will Be Accepted" and "Shipment Will Not be Accepted Prior to (Date)" may be added to the order. However, these conditions should be used prudently and should be tailored to fit a particular set of circumstances.
- 9) Deliver Prepaid Via Enter method of shipment requested. (Best Way, Air Freight, Air Parcel Post, Book Post). In general, the vendor is responsible for providing and packing the goods to prevent damage, placing the goods in the possession of a carrier, providing the documentation necessary to enable the buyer to take possession, and satisfying the delivery date agreed upon.
- 10) Contract/Price List/Quotation No. Enter University Contract, State Procurement Office (SPO) price list number, or quotation received from vendor (indicate quotation number, if available, date, and name of person who signed quotation).

- 11) Discount Terms Enter payment discount specified by vendor on quotation, bid, etc.
- 12) Billing Address Enter complete address of department where invoice should be sent.
- 13) Item Number Enter items to be purchased in numerical sequence from top to bottom. [Segregate University and State Procurement Office (SPO) price list items from non-price list items.]
- 14) Quantity (ordered) Enter number of units of each item to be ordered.
- 15) Quantity (received) To be left blank. This field will be completed on the receiving copy of the purchase order subsequent to the receipt of goods, services or construction.
- 16) Description Enter brief but exact description of items required. If the space provided for Description is insufficient, include THREE (3) copies of an itemized list (to be stapled to the Vendor's copy, the OPRPRM copy, and the Disbursing copy). Reference the attached itemized list on the face of the purchase order form by stating: "Name of category of items (i.e., supplies, workbooks, etc.) as per attached list, from Item 1 (describe) ... to Item XX." Include on the itemized list the purchase order number, vendor, item numbers, descriptions, object symbols, unit prices, amounts, taxes and freight, if applicable, and total price.
- If purchase is exempt, as provided in APM Section A8.220.10, enter appropriate exemption statement as provided therein.

- 17) Object Code Enter appropriate object code for each item. Refer to Table A12.099 for listing of object codes and descriptions. A summary of total dollars by object codes for each account code should be listed in Block 27, Account Code.
- 18) E/F Enter estimated or firm price. A purchase order should be awarded based on a firm price which is a vendor's valid or current quotation. If firm price for a supply item is established and freight cost cannot be determined precisely, a firm price (F) should be indicated for the supply item(s) and estimated price (E) indicated for freight.
- 19) Unit Price Enter unit price per item.
- 20) Amount Enter extended price per item in amount column (include freight and tax, if applicable).
- 21) Total Enter total of all prices in amount column (include freight and tax, if applicable).
- 22) Purchasing Officer Signature of the appropriate Purchasing Officer from a University program or the Office of Procurement, Real Property and Risk Management. Type Purchasing Officer's name, mailing address, telephone number (may be stamped on vendor's copy only) and date of signature.
- 23) Approving Authority Signature of individual (including title) authorized to certify that the purchase supports program objectives. This individual must be someone other than the Fiscal Officer/Purchasing Officer signing Blocks 22 and 24. For federal contract and grant expenditures, such authorization must be certified by the Principal

- Investigator or designee. Designee must be someone other than the Fiscal Officer/Purchasing Officer, signing Blocks 22 and 24.
- 24) Fund Certification      Signature of Fiscal Officer authorized to certify as to availability of funds for the account code(s) cited and as to compliance with applicable University policies and procedures. Include appropriate F.O. code number. If Fiscal Officer is the same as Purchasing Officer, it is not necessary to sign Block 24, just check off the box.
- 25) Equipment to be Located      Enter permanent location of equipment. List items that comprise one equipment, if applicable. If federally owned equipment, check box.
- 26) Incorporated into Existing Equipment      If order consists of components, parts or additions to equipment already on hand, indicate the decal number, or P.O. number if decal number has not been assigned yet.
- 27) Account Code      Use this field to summarize accounting information by including 6-digit SL account code, 4-digit object code and applicable amount. If more than one account code or object code is used, indicate amounts for each account code/object code distribution.
- 28) Vendor Code/  
Federal Tax  
Identification No.      Leave Vendor Code blank. Enter Federal Tax Identification No., (if individual, enter Social Security number) if known, otherwise, leave blank.