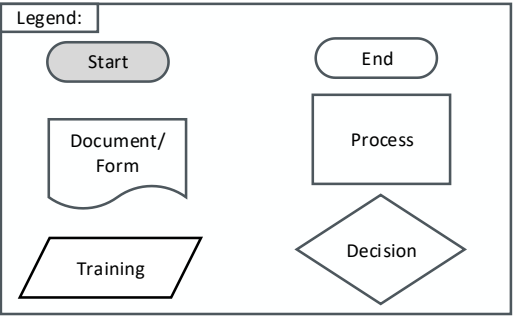
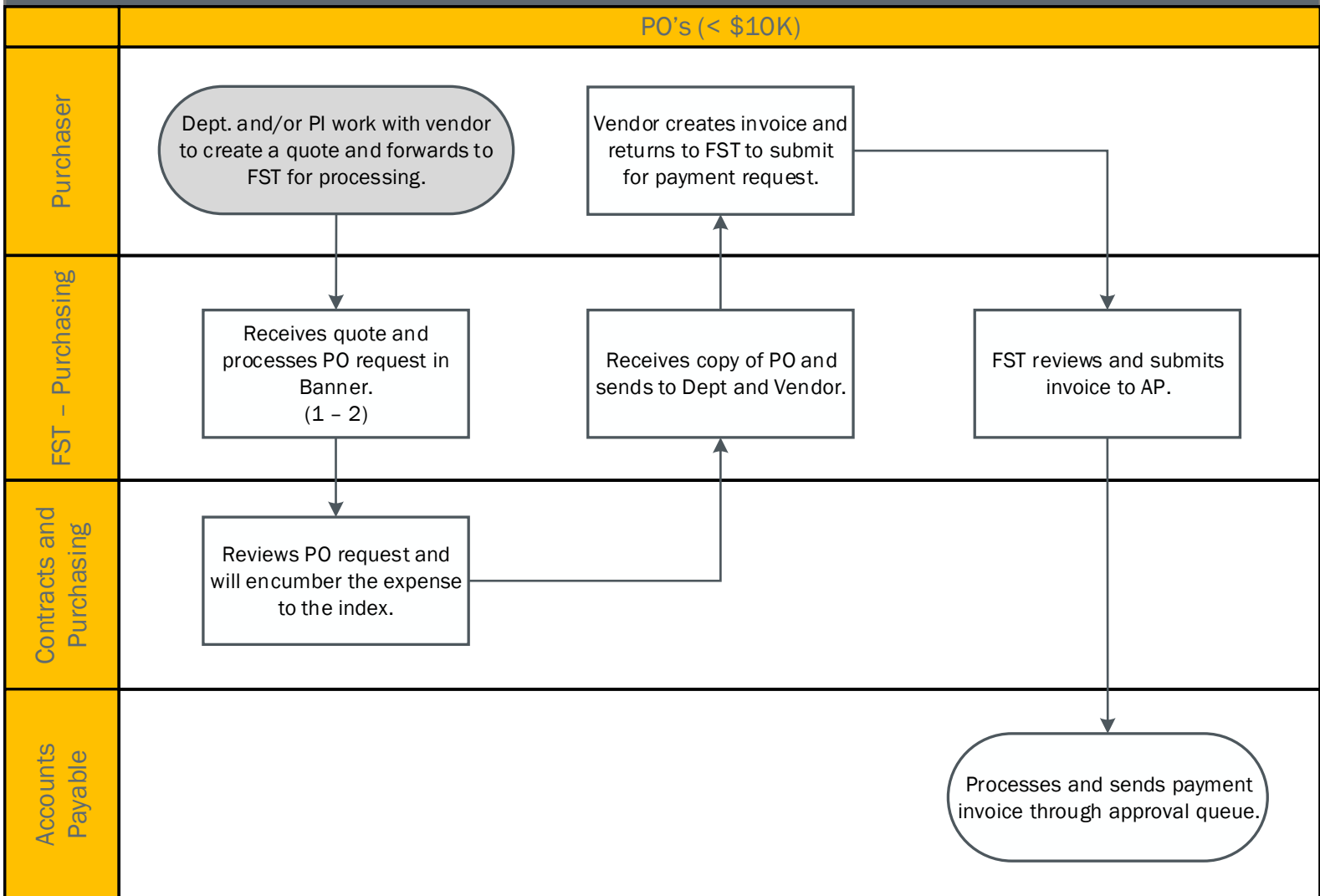


Purchase Orders



Notes:

- If a new vendor set-up is required, FST will work directly with vendor. W9, ST-101 Tax Exempt, or W8Ben forms may be required by AP.
- Contracts and Purchasing Vendor Information
<https://www.uidaho.edu/finance/controller/contracts-and-purchasing-services>
 - Purchases up to \$10,000 may be processed with a Purchase Order (PO)
 - Purchasing Card - may be used for purchases up to \$5,000
 - Purchases over \$10,000 must have a Requisition entered in Banner

FILENAME Purchase Order BP	
DRAWN BY Sue Branting	REVISED 12/11/2020