



DIRECT BUY FORM

Cal Poly, San Luis Obispo
 Accounts Payable Office Admin Bldg. Rm. 129
 (805)756-2291 Main Line (805)756-2292 Fax Line

THIS FORM MAY BE USED FOR COMMODITY PURCHASES AND LIMITED OFF CAMPUS SERVICES, NOT TO EXCEED \$2,500.
 (See allowable services at the bottom)

Check Appropriate Boxes:

Type of Recipient:	<input type="checkbox"/> * Vendor Payment	<input type="checkbox"/> ** Employee Reimburseme	<input type="checkbox"/> ** Student Reimbursement
Type of Buy:	<input type="checkbox"/> Equipment > \$500	<input type="checkbox"/> *** Membership/Subscriptions	<input type="checkbox"/> **** Limited Allowable Service

CANNOT EXCEED \$2,500

Date:	Amount Requested:
Name/Payable To:	
Campus Department. For Cal Poly Employee and Student Reimbursements:	
Off Campus Vendor Address:	
Special Instructions:	
Reason for the request (attach required documents; receipts, invoices, membership forms etc.):	

PeopleSoft Chartfields to be charged:						
AMOUNT	FUND	DEPT ID	ACCOUNT	PROGRAM	CLASS	PROJ/GRANT

I certify that the above information is true and correct and that payments for these items have not previously been received or sent.

Requested by: (please type/print)	Signature:	Date:
Approved by: (please type/print name and title) ‡	Signature:	Date:
Department:	Contact Name:	Phone #:

‡ Must have signature authority on chartfields listed, and hold an employment classification of MPP, Dept. Head, Dept. Chair or Confidential

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| * Vendor Payment - Attach invoice from vendor | ** Employee/Student Reimbursement - Attach original receipts |
| *** Membership/Subscriptions - Attach membership/subscription form to Direct Buy Form | |
| **** Allowable Services, \$2,500 OR LESS | |
| <ul style="list-style-type: none"> • Conference/Training Registration Fees • Professional Dues • Printing (Printing Partners) • Shrink wrapped software not requiring license/maintenance agreements • Other Services not listed require Pre-Approval from Contracts Procurement & Risk Mgt. ext. 6-2232 (pre-approval must be documented and attached) | <ul style="list-style-type: none"> • Film Rental/Musical Scores • Photography/Videos • Off Campus Equipment Repair • Postage • FedEx/UPS Charges • Advertisements |

AP USE ONLY	AP USE ONLY
VENDOR #:	VOUCHER #: