**Instructions for Completing the Purchase Request Form**

**\*A properly completed and approved Purchase Request Form (PRF) is required for all purchases\***

1. Open the Purchase Request Form (PRF). The PRF is a Word form. You are able to enter information directly into the form and then print it out when you are finished.
2. Fill in the top section with the pertinent information for the item(s) you wish to purchase. Remember that the “Total” is the extended total (number of items times unit price) for each line and the “Grand Total” is the total of all of the total lines together.
3. Fill in the next section. A list of indices and accounts can be found at Blackboard Learn > Stark Business Office information > Procurement Procedures. Please be sure that the description given is adequate.
4. Check the method of payment that will be used to obtain the purchase.
5. Check the boxes (if applicable) next to other departments that will need notified.
6. Print the document.
7. Obtain the “Select departments to be notified” signatures as needed. These are departments that will be impacted by the purchase.

***Examples*** of items that need signatures:

**Network Services**:

* Software Purchases
* Items that need a computer to drive it (like microscopes, sign cutters, etc., etc., etc.)
* Items that need peripherals such as external hard drives, monitors, printers, etc.
* Anything that needs a network (Internet) connection…either wired or wireless
* Anything that will need time/materials support from Network Services.

**Media Services:**

* Anything that will require support and/or materials from AV
* Equipment that will be connected to our display devices
* Any audio or sound system equipment that will be permanently installed in classrooms, training rooms, etc.

**Facilities:**

* Furniture
* Recreation Equipment
* Items to be placed on campus
* Items to be used for special events
1. Obtain your department head’s approval. Department heads have signature authority up to $500. Purchases exceeding $500 require the Dean’s signature.
2. The “Business Office Review” check box will be checked upon business office review, before final submission to the Dean.

***\*\*****Expanded information regarding the procurement process at Kent State University at Stark can be found at Blackboard Learn > Stark Business Office Information > Kent State University at Stark Procurement Procedures.*