



BC FOUNDATION

PURCHASE ORDER REQUISITION

ALLOW 5-7 WORKING DAYS FOR PROCESSING AFTER IT REACHES BC FOUNDATION OFFICE

Purchase Order #:

FUND NAME:	FUND #:	DATE:	REQUESTED BY:
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ISSUE TO: Name _____
Address _____
City, State, Zip _____

This section for BC Foundation use only

ACCOUNT : _____ ACTIVITY: _____

PROGRAM: _____ RESTRICTION: _____

ICA on File ICA exp date:

Fund Balance

IMPORTANT: BC Foundation is NOT RESPONSIBLE for material or services purchased without proper authorization

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
Activity / Purpose:			Date of Activity:	

By signing this purchase order, the undersigned affirms that they are not aware of any actual or potential conflict of interest between the payee and Bakersfield College and/or the Bakersfield College Foundation. The undersigned further certifies compliance with all applicable conflict of interest laws, including but not limited to California Government Code §1090. Any violation of this certification may render the purchase order and any related agreement void, and may subject the parties involved to penalties and remedies available under applicable law and institutional policy.

Requester Name: _____ Requester Signature: _____ Date: _____		
Approved By: Submitted by name of Department/Program _____	Program Mgr / Director (if applicable): Name: _____ Title: _____ Signature: _____ Date: _____	Dean / Vice President: Name: _____ Title: _____ Signature : _____ Date: _____
BC Foundation Approvals BC Foundation Accounting Manager, Date _____ BC Foundation Executive Director, Date _____		