



Grant Purchase Requisition Coversheet

Instructions: Complete this form and attach it to all grant-related purchase order creation requests. Include necessary documentation to ensure accurate and timely processing.

Department & Contact

*Department:

*Preparer Name:

*Date:

Contact (Phone/Email):

Director Name:

Director Signature:

Signature Date:

In accordance with 2 CFR 200, preparer and director must be separate people.

Purchase Requisition Details

*Supplier Name:

*GJ Buyer:

*Creation Date:

*Amount:

*Description:

*Payment Terms:

Retainage: Yes No

Grant Information

*Grant Name:

Grantor:

*Award #:

*Period of Performance: _____ to _____

*Reporting Period:

*Project Manager:

*Match Required? No Yes – Source: _____ %: _____

Restrictions (if any): No Yes – Notes:

Purchase Requisition Line Details

(Fill in all components for accurate coding)

PO Line 1 - Internal Project & Award \$ Amount to line 1:

*Fund	*Dept/Div	*Program	*Account	*Project
_____	_____	_____	_____	_____
*Dept. Name	*Expenditure Type = Account Above	*Task	*Award	*Funding Source
_____	_____	_____	_____	_____

PO Line 2 - Grant Project & Award \$ Amount to line 2:

*Fund	*Dept/Div	*Program	*Account	*Project
_____	_____	_____	_____	_____
*Dept. Name	*Expenditure Type = Account Above	*Task	*Award	*Funding Source
_____	_____	_____	_____	_____

PO Line 3 - Grant Project & Award \$ Amount to line 3:

*Fund	*Dept/Div	*Program	*Account	*Project
_____	_____	_____	_____	_____
*Dept. Name	*Expenditure Type = Account Above	*Task	*Award	*Funding Source
_____	_____	_____	_____	_____

PO Line 4 - Grant Project & Award \$ Amount to line 4:

*Fund	*Dept/Div	*Program	*Account	*Project
_____	_____	_____	_____	_____
*Dept. Name	*Expenditure Type = Account Above	*Task	*Award	*Funding Source
_____	_____	_____	_____	_____

*Required to be filled out to ensure compliance with CFR.