



**PURCHASE ORDER FORM**

**Please see the instructions on page two for guidance in completing this form**

All capital equipment (>\$5,000) and computers/laptops must be purchased by the VHF Accounting department.

Personal reimbursement for these items is **not** allowed. Contact VHF directly to order.

<b>Authorized Signature</b>	<b>Date</b>
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<b>Vendor Information</b> Name _____ Address _____ _____ Phone _____	<b>Budget Information</b> VHF Acct # _____ PO #: _____ IRB# _____
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**Purchasing Requirements Summary**  
 For federal purchases ≤ \$10,000, the use of VHF approved vendors is encouraged.  
 Federal purchases > \$10,000 require a Vendor Justification Form, see Policies and forms at <https://veteranshealthfoundation.org/>  
 All purchases > \$250,000, regardless of source, please contact the VRF accounting office before proceeding.

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All individuals making purchases on behalf of VHF must follow the conflict of interest standards outlined in Appendix A of VHF's Procurement Policy as well as VHF's other conflict of interest policies. VHF's policies may be found here: <http://vrfpittsburgh.org/policies-forms/>

<b>Order Confirmation #</b>				
Cat #	Description	Qty	Unit Cost	Total Cost
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
<b>Subtotal</b>				\$
Ship/Handle				\$
PA State Tax				\$
<b>Total</b>				\$

**Justify the project-related purpose of this expenditure**

<b>Shipping Information</b> Attention _____ Building/Room # _____ Address _____ City, State Zip      Pittsburgh PA 15240 Phone/Ext _____	<b>Billing Information</b> Veterans Health Foundation University Drive C Building 30 Ground Floor Pittsburgh, PA 15240 412.360.2403 (v) 412.360.2393 (f)
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VHF OFFICE USE ONLY	
CEO Approval _____	PO# _____
VAPHS BioSafety Officer Approval if Applicable _____	
VHF Accounting Approval _____	Entered to Quickbooks: _____

Effective January 30, 2020, VHF has revised our purchase order form (PO). These changes were necessary to comply with the new procurement requirements of the Uniform Guidance, 2 CFR Part 200.

All orders for supplies (e.g. office, lab, animal, clinical, etc.), services, and equipment will need a PO completed and emailed to [vrfpbilling@vrfpittsburgh.org](mailto:vrfpbilling@vrfpittsburgh.org) at the time the order is placed with the vendor.

In addition to this PO, a Vendor Justification form is required for federal purchases equal or greater than \$10,000 per PO. It can be downloaded at <http://vrfpittsburgh.org/policies-forms/>

Contact Accounting before proceeding for items above \$250,000.

Obtain a blank PO and Vendor Justification Form if applicable, from [www.vrfpittsburgh.org](http://www.vrfpittsburgh.org) (<http://vrfpittsburgh.org/policies-forms/>). The PO form is available in fillable PDF file formats. The Vendor Justification Form is available in fillable PDF format.

Complete the Vendor Information and Budget Information sections. Make sure you enter the VHF Account # as well as the PROSPECT project ID (if applicable). If you are allocating a purchase between two or more accounts, indicate multiple VHF Account #s and the percentage per account.

An authorized signer on the VHF account must sign the PO. The signed PO serves as authorization for payment by VHF upon receipt of the invoice from the vendor.

Complete the order information using the vendor catalog number, description, quantity, unit cost and extended cost.

Justify the research/education-related purpose of the order in detail.

Examples:

Laboratory/clinical supplies required for project experiments in Specific Aim 3

Service necessary to carry out the project objectives

Software necessary to analyze critical project data

Software for manuscript preparation for results of this project

Complete the shipping information section.

Send the completed, signed order request to [vrfpbilling@va.gov](mailto:vrfpbilling@va.gov)

**Additional Purchasing Steps**

Receipt of incoming packages must be verified and inspected for damage, defects or errors as soon as received. Items must be identified by the information available on the packing slip included with the order. If discrepancies or defects are noted, please contact VHF immediately.

***The packing slip must be endorsed (dated and signed/initialed) and sent to the VHF administration offices.*** If there are discrepancies or damaged items, please note them on the packing slip. This process will serve as documentation to verify discrepancies between items ordered and items shipped. VHF cannot pay invoices without this reconciliation.