**Items to check before submission**

- Did you check the box of the office that manages your account?
- Did you provide complete vendor information (name, address, phone)?
- Did you check applicable boxes and attach required forms?
- Did you enter the project(s)/object(s) numbers?
- Did you include shipping and handling if applicable?
- Did you attach competitive bids for purchases over $5,000?
- Did you enter the delivery location information?
- Did you obtain all approval signatures on PO Request and required forms?