

## **Purchasing Form Descriptions**

### **Add Change Supplier Form (Former Vendor Maintenance Form)**

The Add Change Supplier Form is an electronic form for exclusive use by University departments to add or change vendor information in the Financials System.

### **AP Payment Compliance Form**

The AP Payment Compliance Form (formerly known as the Substitute W-9 Form) is required by any vendor seeking to do business with The Ohio State University and must be completed in full and returned to the appropriate vendor administration office for processing. Individuals should submit the completed form to Accounts Payable by fax at 614-292-2294; Suppliers (ie: Corporations, Government Agencies, etc.) should submit the completed form to Purchasing by fax at 614-292-6913.

### **Bid Preparation Form**

The Bid Preparation Form (RFP/RFQ) is a required form for the preparation of all new bids. The form is for exclusive use by University departments.

### **Blanket Exemption Certificate**

The Blanket Exemption Certificate is a paper form (issued by the Ohio Department of Taxation and monitored by the University's Office of the Controller) that may be requested by a vendor to validate the tax exemption status of the University.

### **Blanket Purchase Order Release Form**

The Blanket Purchase Order Release Form is used to record all releases against a blanket purchase order.

### **Credit Reference Letter**

The Credit Reference Letter provides general credit information to vendors regarding The Ohio State University.

### **Convenience Order List**

The Convenience Order List designates the items that can be purchased without the creation of a requisition or purchase order.

### **DMA Form**

When requested by the university, the DMA Form (also known as Declaration Regarding Material Assistance/No Assistance to a Terrorist Organization) must be completed and returned to The Ohio State University's Purchasing Department (fax #614-292-6913). This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List.

### **Memorandum of Understanding**

The Memorandum of Understanding is an acknowledgement of agreement between Purchasing and a delegated buyer for the University. The form designates the responsibilities and restrictions associated with buying for the University.

### **PO Closure Form**

The PO Closure Form is an electronic form for exclusive use by University departments to request to relieve the encumbrance on a Purchase Order in the Financials System.

### **Purchase Order Terms and Conditions**

These Purchase Order Terms and Conditions govern, and are incorporated into, all purchase orders issued by The Ohio State University. Reference to these terms and conditions, and their incorporation into all purchase orders, is included in all purchase orders issued by The Ohio State University.

### **Request for Payment**

The Request for Payment is available in an electronic and paper version through Accounts Payable. The form is for exclusive use by University departments to request and/or initiate payment.

### **Requisition Form**

The Requisition Form (1303) is for exclusive use by University departments to request the purchase of goods or services. This form would be used in lieu of the Requisition Form available via the Financials System.

### **Special Conditions for Projects**

These Special Conditions for Projects Less Than \$50,000 and Professional Fee Less than \$25,000, amend and supplement the Reduced Scope Agreement and other provisions of the Contract Documents as indicated. All provisions which are not amended remain in full force and effect.

### **Waiver of Competitive Bid Form**

The Waiver of Competitive Bid Form must be completed by University departments when seeking to purchase goods in excess of the bid limit of \$25,000 per supplier, per fund, per fiscal year; or services in excess of the bid limit of \$50,000 per supplier, per fund, per fiscal year.