



Barstow Community College
PURCHASE APPROVAL REQUEST FORM
(FOR INTERNAL USE ONLY)

REQUEST TYPE (See instructions below for details):

- ☐ CHANGE ORDER REQUEST (CO) ☐ PAY VOUCHER IN LIEU OF PURCHASE ORDER (PV)
☐ CALCARD USAGE REQUEST (CC) ☐ INTERNAL DEPT. REQUEST/OTHER

Division/Department: _____ Date Requested: _____

Purchase Order No. (if applicable): PO _____ Date Needed: _____

Vendor Information

Name: _____ Phone: _____

Address: _____

BUDGET CODE(S): _____

QTY	UNIT	ITEM #	DESCRIPTION (Include specific details)	UNIT PRICE	AMOUNT

NOTES:

SUB-TOTAL:

SALES TAX (8.75%):

SHIPPING COSTS ESTIMATE:

ADD TAX? ☐

TOTAL:

I hereby certify upon my own personal knowledge that the expenditure requested above is necessary for the account shown.

VICE PRESIDENT (or SUPERINTENDENT-PRESIDENT if applicable):

REQUESTOR:

DIRECTOR OF FISCAL SERVICES:

DEPT. PROGRAM MANAGER:

VICE PRESIDENT OF ADMIN. SERVICES:

Form Instructions: To request a change order (CO) to an existing PO, or a PV in lieu of PO (also known as a paper req.), please send this completed and signed form to the Purchasing Technician. For a CalCard usage request (CC), attach to the appropriate CalCard statement. Always attach any supporting documentation (e.g. Invoice, receipt(s), Travel Request form, Budget Transfer form, current PO, etc.) to the form.

File Naming Structure Examples:

(please use current dates/PO numbers)

Change Order (CO): **COREquest.PO26xxxx**

Pay Voucher (PV): **PVrequest.VendorName.YYYY.MM**

CalCard Usage (CC): **CCrequest.CalCardUserName.YYYY.MM**

Internal Request/Other: **PAR.Vendor.YYYY.MM**

Signature Workflow: 1) Requestor submitting, 2) Dept. Program manager handling the budget, 3) VP of the requesting division (or Superintendent-President if request is for a VP), 4) Director of Fiscal Services, 5) VP of Admin. Services