Purchase Order Requisition Form Instructions

PURPOSE: To request that GHA purchase goods or services on behalf of the Coalition.

FORM INSTRUCTIONS:

*Ignore all fields for GHA Use Only.

Region: Enter the coalition region submitting the request.

Requestor Name: Enter the name of the individual submitting the purchase request.

Date Requested: Enter the date the requisition form is submitted to GHA.

Vendor Information: Vendor Form & W-9 on File?: Indicate whether the required vendor documentation has been submitted.

*If vendor documentation is not on file, a Vendor Form and W-9 must be submitted before the purchase order can be processed.

Vendor Company Name: Enter the full legal name of the vendor providing the requested item(s).

Vendor POC: Enter the primary vendor contact responsible for coordinating the order.

Vendor Email: Enter the vendor point of contact's email address.

Charge To / Line Item: Identify the approved budget category or line item that will fund the purchase.

Current Balance of Line Item: Enter the remaining available balance for the applicable budget line item.

Date Needed: Enter the requested date the item(s) are needed.

Receiving POC: Enter the person responsible for receiving the shipment.

This individual should be available to:

- Accept delivery.
- Verify items received.
- Coordinate with the vendor if delivery issues occur.

Receiving Address: Enter the complete delivery address, including:

- Facility/organization name
- Street address
- City, State, ZIP code
- Any additional delivery instructions

Receiving Email/Phone: Provide contact information for the person receiving the shipment.

Lift Gate Needed?: Indicate whether a lift gate is required for delivery.

A lift gate may be required for large, heavy, or palletized shipments when a loading dock or forklift is unavailable.

Is This Being Delivered to an External Warehouse or Site?: Indicate whether the shipment will be delivered somewhere other than the coalition's primary receiving location.

Comments: Include any special delivery instructions or information the vendor may need.

Examples:

- Loading dock instructions
- Receiving hours
- Appointment requirements
- Access instructions
- Special handling instructions
- Alternate delivery details

Item Details: Complete one line for each requested item.

Item No.: List the item number corresponding to each requested product or service.

Product / Service Description: Provide a detailed description of the item being requested. Include enough detail to allow GHA and the vendor to identify the requested product.

Quantity (QTY): Enter the number of units requested.

Unit Price: Enter the cost per individual item.

Total: Enter the total cost for each item.

Total Purchase Amount: Enter the total cost of all requested items.

Approval Signatures: All required signatures from the HCF and HCC must be provided before submission.

Submission Instructions

Submit the completed and signed Purchase Order Requisition Form in SmartSuite. Reach out to **coalitionsupport@gha.org** with questions.

Before submitting, verify that:

✓ All required fields are completed.
✓ Vendor information is included.
✓ Delivery information is complete.
✓ Budget line item and available balance are identified.
✓ Required coalition approvals are signed.
✓ Supporting documentation is attached, if applicable.