

Additional Information

Guidelines on notes to be added to clarify any special requirements

Optional (O), Required (R)

Type of Purchase	Field	Shopper	Purchaser	Tip
Moving Expenses	Internal Notes	O	R	Enter special instructions to identify this as a Moving Expense, include employee Name and Aggie ID
Gift Cards	Internal Notes	O	R	Enter special instructions for the gift cards/additional information not included in the Business Purpose, include what the gift cards are for and for whom if known ** need wording from D'Anne
Wire Transfer	Internal Notes	O	R	Enter any special instructions that were noted by the Vendor regarding the requirement for a Wire Transfer; this does not include payments for Foreign Vendors which is handled separately.
Courier Codes	Internal Notes	O	R	Enter special instructions if an attachment must be attached with the check or if the department or vendor needs to be called when the check is ready for pick up. A Check Release form must be included if the check is being picked up.
Net Terms Override	Internal Notes	O	R	Enter special instructions that were sent by the vendor (i.e., payment in 5 days to receive 15% discount or requirement for advance deposit)
Open Order	This is a checkbox on the Req.	O	R	Check the Open Order box and Enter reason for requesting Open Purchase Order and PO start and end dates.