Order Request
Estimate Request
eMarket Request
OMNI PO
IDR (on campus purchases)
*Travel Authorization Request
FSU Foundation (FNDT)
Research Foundation (RF)
Ready to Bill (Chemistry Labs/Shops Only)
Travel credit card (T-card)
Purchase credit card (P-card)

Date:  
*Supervisor signature:  
Budget Authority Signature:  
DEPID:  
Fund #:  
Project #:  
Chartfield 1:  
Chartfield 2:  
Requester’s Name:  
Requester’s Email:  
Requester’s Phone#:  
Building & Room #:  
Shop Name:  
P-Card Holder Name:  
Vendor Name:  
Vendor Phone#:  
Vendor Address:  
Vendor Address:  
Vendor Fax#:  

If $50 or more financial staff must verify budget balance & tracking
Date received:  
Verified by (name):  
Date entered shadow:  
Date returned:  

Special Instructions or Justification:

<table>
<thead>
<tr>
<th>shop use only</th>
<th>stock item</th>
<th>Pcard purchase</th>
<th>Catalog or Item #</th>
<th>Qty</th>
<th>DESCRIPTION</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal $ - 
15% overhead for stock items only $ - 
Grand Total $ -

Please see Instructions for more information on how to complete this form

Revised 03.18.2010
ONE TOE FORM PER VENDOR, PLEASE. Also, when possible, use your budget bar code information to completing the budget section of this form

Non-OMNI Budgets: RF=research foundation; FNDT-FSU Founda OMNI Budgets: Funds: 110, 140, 320, 550

if adequate funds are available. If funds are sufficient to cover the purchase, the financial staff person will encumber the amount in the shadow accounting system and return to shop or stockroom.

eMarket: Enter your eMarket, save to draft and attach to the TOE form, submit to the financial staff for budget & tracking, when returned to you submit your eMarket order.

OMNI PO: The Chemistry Stockroom Procurement Associate will complete.

IDR (Interdepartmental Requisition): The IDR form is used to purchase items within FSU between departments. Check the IDR box, submit to the financial staff, let staff know if you would like the IDR typed for you. The official budget authority must sign the IDR form (grants: PI or SP manager; Department Budgets: Chair or Business Manager).

*Travel Authorization Request (TAUTH): FSU policy requires: “Eligible travelers are required to have proper authorization from their division head.” (even if no funds are used)

FSU Foundation (FNDT) or Research Foundation (RF): If you are not certain, please leave blank and the financial staff person verifying funds will complete this area.

T-card (travel credit card): For use with OMNI budgets only - several Chemistry staff members have travel credit cards. The T-card may be used to purchase airfare and/or book hotel reservations in advance

P-card (purchasing credit card): For use with OMNI budgets only - several Chemistry staff members have purchasing credit cards which can be used to purchase allowable items (see allowable items on purchasing website)

Order Date, comments, reference/confirm#: This area to be used by financial, stock and shop staff only

Invoice: Shop such as the Glass Shop, Wood Shop, Machine Shop, Electronic Shop, Illustration Shop may use this form as an invoice for work orders. When used as an invoice: (1) check the “invoice” box, (2) Check the type of payment used (i.e., Pcard, Tcard, PO, IDR); and (3) attach the vendor invoice, if applicable. If a stock item, it is important to check the “stock” column as stock items are charged a 15% overhead fee to cover the costs of auxiliary operations such as saw blades and similar overhead.

Date: Date (mm/dd/yyyy) that you submit this form to financial or lab or appropriate shop

Supervisor Signature: FSU Travel policy requires that the traveler’s supervisor authorize/approve even if no grant, department or other funds are used

FSU Travel policy requires that the traveler’s supervisor authorize/approve even if no grant, department or other funds are used

Budget Authority Signature: For grants, budget authority is typically the PI. Allocations=PI or staff member, Department Funds: Chair or Business Manager

Budget #: Budget to be charged (DeptID, Fund, Project, or “startup” the information is located on your budget bar code, example: 075000-550-000253

Chartfield 1 & chartfield 2: Chartfield 1 is typically the last name of the Professor, Chartfield 2 is typically the type of funds (example: STARTUP-startup funds always in CF2

Requester’s Name: Person’s name submitting the form
Requester’s Email: Email address of the person to contact should there be questions
Requester’s Phone #: Office phone number and/or cell phone number of the person to contact should there be questions

Building & Room #: Building and Room number of the individual submitting the form (example: DCL-106)

Shop Name: Name of the shop from which service is requested (may be left blank if not applicable).

Special Instructions or Travel Justification: Special instructions such as rush delivery or delivery via Fed Express. Travel Justification should include: (1) official business of the State and, (2) Travel dates, location, and purpose, (3) For advance payment requests: clearly state “Request Advance Payment,” and list items for which you request advance payment (for example: Airlines or hotel expenses) and highlight the information.

Vendor Name: Traveler’s Name (if the form is used for travel); otherwise the Vendor name from which you would like the items ordered
Vendor Phone#: Vendor phone number from which you would like the items ordered
Vendor Address: Street address
Vendor Address: City, State and zip code
Vendor Fax#: Vendor fax# from which you would like the items ordered

Date received by financial: If the order is $50 or more the form is routed to the financial office for approval. The financial staff will enter the date received.

Verified by (name): The financial staff will enter the name of the individual verifying the budget balance

Date entered shadow: The financial staff will enter the date the information is entered into the shadow accounting system

Date returned: The financial staff will enter the date returned to the shop personnel (i.e., stockroom, electronic shop, glass shop, etc.

stock item/Pcard purchase: For use by stock, shops and purchasing cardholders only. Please indicate if the line item is a stock item or if it was purchased using the P-card

Catalog # OR Travel Dates: Catalog number as listed by the vendor OR the travel departure date and time and return date and time

Qty of items or days: Quantity you would like to purchase (1, 2, 3, 4, etc.)

Description: Description
Unit: Unit of Measure (i.e., days, each, cases, box, dozen etc.)
Total Unit Price: Unit price as listed by the vendor, shop, hotel, airline...

The spreadsheet will calculate

Subtotal: The spreadsheet will calculate

15% overhead fee: A 15% overhead fee is charged for stockroom and shop items. No fee is accessed on Federal Express and similar items

Shipping & Handling: Enter the shipping and handling if you know the price. If you do not know the amount, please leave zero and note in special instructions

Grand Total: The spreadsheet will calculate