

Vet Med PO Request System

PO requests not able to be submitted via AggieBuy for the departments in the College of Veterinary Medicine and Biomedical Sciences should be submitted via Laserfiche Forms through the following link, <https://it-lf-ecmf.tamu.edu/Forms/Vetmed-Finance-PO-Process>.

The form will populate as follows. All items marked with a red asterisk are required to be completed before the form can be submitted.

VetMed Finance PO Process

Requestor Information

Requestor Name* Requestor Email*
Clark, Jessica jclark@tamu.edu

Department Name* Account*
Account Description Responsible Person

Department mail stop*

Purpose and Benefit of Purchase*

Credit Card Purchase* Business Team order*
 Yes No Yes No

Request Date
Date will be captured on form submission

File Upload (?)
Upload

Items to be Purchased

| Vendor* | Item Description* | Quantity* | Est.Cost* | Total Est.Cost* |
|---------|-------------------|-----------|-----------|-----------------|
| | | | \$ | \$ 0.00 |

Add another item

Total Est.Cost of Request
\$ 0.00

Expense Allocation (Optional- for if expense will be split between accounts)

| Department | Account | Account Description | Percent to Allocate to Account | Dollar Amount to Allocate to Account |
|------------|---------|---------------------|--------------------------------|--------------------------------------|
| | | | | \$ |

Add another item

Comments

Submit

Requestor Name- This will be auto-populated based on your login.

Requestor Email- This will be auto-populated based on your login.

Department Name- Select your respective department from the dropdown menu, as this will populate the account list.

Account- Select your account from the list. You can type the account to find it quickly in the list. All account numbers are listed as XXXXXX-XXXXX.

Account Description- Will auto-populate based on your account selection.

Responsible Person- Will auto-populate based on your account selection.

Department Mail Stop- Type in your mail stop. This will be added to the final PO document.

Purpose & Benefit of Purchase- Type a brief justification for the purchase that demonstrates the purpose and benefit.

Credit Care Purchase- Select Yes or No

Business Team Order- Select Yes or No

Request Date- This will auto-populate

File Upload- This is not required but any quotes or other relevant documents to the purchase can be added to the request here.

Vendor- Type in the Vendor name

Item Description- Type in a short description of the item to be purchased

Quantity- Type in the number of item(s) to be purchased

Est. Cost- Type in the estimated cost of the item(s) to be purchased

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Total Est. Cost- This will auto-populate for each line item based on what typed in for quantity and cost

Add another Item- This should be clicked if more than one line item is needed for the request.

Total Est. Cost of Request- This will auto-populate and total up the amount of all line items on the request.

Expense Allocation- This section should be used if the expenses listed on the request form will need to be distributed among varying accounts. Once the department is selected, the account list will auto generate. Please add in either or both the percentage/dollar amount that needs to be allocated to the specified account.

Comments- Add in any comments about the purchase and include any links for the item(s) that you are needing to purchase here.


Once a PO request has been successfully submitted, the requestor will be automatically redirected to a confirmation page, shown below. Here the submitted request can be downloaded, printed, or emailed and the option to submit another PO is given via hyperlink.

Thank you!

Your VetMed Finance PO Process form has been submitted. Please click [here](#) to submit another new request

[Download](#) [Print](#) [Email](#)

VetMed Finance PO Process



TEXAS A&M UNIVERSITY
School of Veterinary Medicine
& Biomedical Sciences

Requestor Information



Once submitted the PO will route to the department for approval. All communications regarding the approval, revision, or rejection of the PO request will come from Vetmed-businesssteam@tamu.edu. If a PO request is sent back for revision or rejected comments on why will be included in the email. Approval emails will be sent as shown below with the approved PO attached as a PDF. Your PO number will be noted in the approval email, as well as the PDF attachment.

Vet Med PO Request System

PO Request for Clark, Jessica - 199644 - Approved



Vetmed-businesssteam@tamu.edu

To  Clark, Jessica;  Vetmed Business Team



Purchase Order.pdf
108 KB



A PO request submitted for account number 112002-00000 - VTAN has been approved.

PO Number: 199644

This is an automated email. Please do not reply.