Office of Information Technology
Memorandum of Purchase (MOP)

Please email or scan approved MOP to oitadmin@auburn.edu for processing.

OIT Admin. use only:

Banner Number: Requisition Number issued:

OIT Project:		*Date:*	
Facilities Project:		*MOP Number:*	
Purpose:		*Ordered by:*	
		Approved by:	

Purchases over $15,000 that are NOT from an AU Preferred Vendor MUST include: a completed 'Sole Source' form with the MOP/Quote or the Purchase will go out for bid.

Vendor

Item#	QTY	Description	Unit Cost	Total Cost
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
FOP to be charged:			**MOP Total:**	**$ 0.00**

If multiple FOPs need to be charged, please list charge breakdown below.

FOP Breakdown:	**Amount to charge per FOP:**

Additional Notes:

Please print to Adobe PDF before sending for processing