

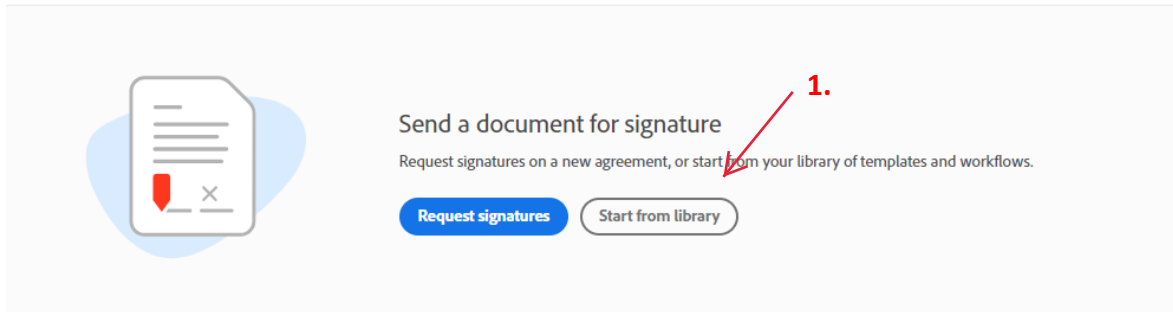


BPO Renewal Request Form Instructions

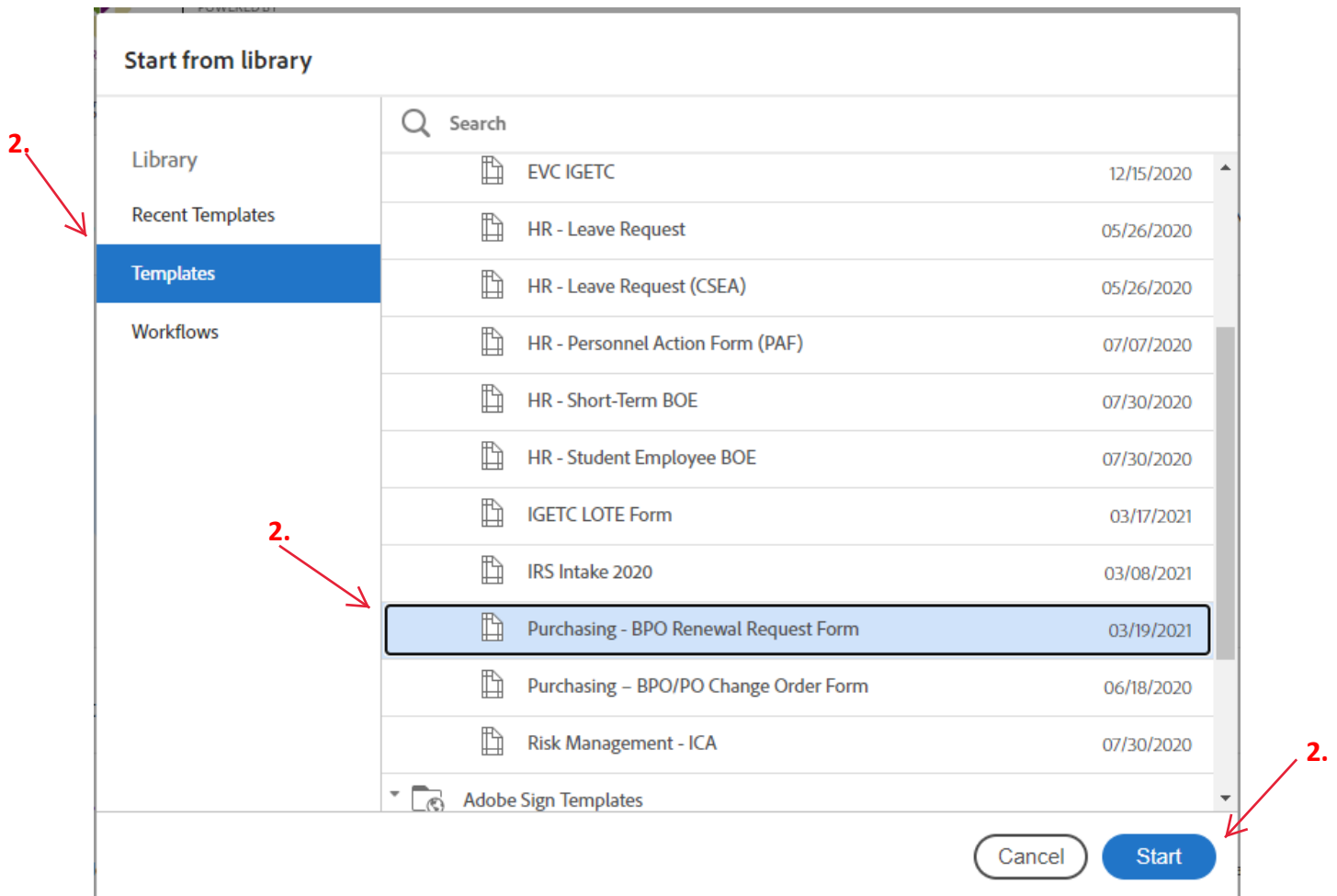
Complete form for BPO Renewal Request using Adobe Sign. Log in to [Adobe-Sign](#)

Instructions to log in to your Adobe Sign account: [Login Instructions](#)

1. From the landing page, select “Start from Library”



2. Select Templates > Shared Templates > Purchasing – BPO Renewal Request > Start





3. Enter email for your approvers in order. #1 Department manager. #2 Business Services.
Copy your Purchasing Agent.

Recipients

Complete in Order Complete in Any Order Add Me | Add Recipient Group | ?

1		john.do@evc.edu		Email		
2		jane.doe@evc.edu		Email		
3		Enter recipient email				

CC | Hide

	carlos.marques@sjeccd.edu	
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4. In Message, enter your previous BPO# and vendor name. Enter any special instructions such as applicable Fiscal Year, what year of multi-year agreement, etc. Attach any supporting documentation. Click Next to proceed.

Message

Purchasing - BPO Renewal Request Form
Please review and complete Purchasing - BPO Renewal Request Form.

Files

Add Files

		Purchasing - BPO Renewal Request Form	
Drag More Files Here			

Preview & Add Signature Fields

Next



BPO RENEWAL REQUEST FORM

INSTRUCTIONS:

1. Complete all fields. Incomplete forms may be rejected.
2. Attach supporting documentation (Quotes, Contracts, Proposals, etc.) to this form before submitting for approval.
3. Route for signature approval via Adobe Sign.

Requestor: *		Site: District	<input type="checkbox"/>
Fiscal Year: *		EVC	<input type="checkbox"/>
Department: *		SJCC	<input type="checkbox"/>
Building & Room:		Milpitas	<input type="checkbox"/>

Previous BPO#: *	
Vendor ID: *	
Vendor Company Name: *	
Vendor Contact Email: *	

Description of Goods or Services: *			
Term: Start: * End: * Multi-Year (if Applicable): Year of *			
Authorized User(s): *			
Invoices Approved By: *			

Total BPO Not to Exceed Amount: \$ * *Multiple GL lines must total Not to Exceed Amount*

GL Account	Amount
* \$	\$ *
\$	\$
\$	\$
\$	\$
\$	\$

APPROVALS

Department: *	Signature
Business Services: *	Signature

File Attachment

Purchasing Department
BPO Renewal Request Form
May 2021

RECIPIENTS

Mark Hua (markhua1@...)
(Signer)

Signature Fields

- Signature
- Initials
- Signature Block
- Stamp

Signer Info Fields

Data Fields

More Fields

Transaction Fields

[Reset Fields](#)

Save as template

Back

Send

Save Progress



5. The next page is a preview screen of your form. Click "Send" to begin filling your form.



BPO RENEWAL REQUEST FORM

INSTRUCTIONS:

1. Complete all fields. Incomplete forms may be rejected.
2. Attach supporting documentation (Quotes, Contracts, Proposals, etc.) to this form before submitting for approval.
3. Route for signature approval via Adobe Sign.

Start

7. →

11. →

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18. →

6. →

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12. →

17. →

19. →

20. →

Requestor: *	Site: District	<input type="checkbox"/>
Fiscal Year: *	EVC	<input type="checkbox"/>
Department: *	SJCC	<input type="checkbox"/>
Building & Room:	Milpitas	<input type="checkbox"/>

Previous BPO#: *	
Vendor ID: *	
Vendor Company Name: *	
Vendor Contact Email: *	

Description of Goods or Services: *	
Term: Start: * End: * Multi-Year (if Applicable): Year of	
Authorized User(s): *	
Invoices Approved By: *	

Total BPO Not to Exceed Amount: \$* *Multiple GL lines must total Not to Exceed Amount*

GL Account	Amount
* \$*	
\$	
\$	
\$	
\$	

APPROVALS

Department:	
Business Services:	

Click to Attach File Attachment 1

Purchasing Department
BPO Renewal Request Form
May 2021

6. **Site:** Check appropriate box.
7. **Requestor:** Enter your name.
8. **Department:** Enter your department.
9. **Building & Room#:** Enter your Department's building and room number.
10. **Previous BPO#:** Enter previous BPO# that you are renewing.
11. **Fiscal Year:** Enter applicable fiscal year.
12. **Vendor ID, Name & Email:** Enter Vendor ID, Vendor Company Name & Vendor Email.



13. **Description:** Provide brief description of goods, services, licenses, multi-year contracts, or subscriptions to be renewed.
14. **Term:** Enter start and end date for this BPO. If multi-year agreement, note which year of term.
15. **Authorized User(s):** Enter name of person authorized to place orders.
16. **Invoices Approved By:** Enter Dean or Department Manager name authorized to sign invoices.
17. **Total BPO Not to Exceed Amount:** Enter not to exceed amount of BPO.
18. **GL Account:** Enter GL account associated with this BPO. If multiple GL accounts, total must equal not to exceed amount.
19. **Amount:** Enter amount for associated GL account.



20. **Click to Attach File Attachment 1:** Click to attach supporting documentation. Attach here if not done in step #4. Combine all documents into one file.
 - Renewals for Professional Services, Subscriptions, Licenses, or Maintenance – Must attach original contract. If multi-year agreement, note which year of term. If the contract is expired, you must execute a new contract.
 - Insurance – attach updated COI if applicable. See here for [SJECCD Insurance Requirements](#).
 - Proposals/Quotes – attach original or revised with new pricing if applicable.
21. **Click to Send:** Click to send form for signature and approval.

End of BPO Renewal Request Form Instructions.