

PURCHASE REQUISITION FORM



Complete the information and obtain approvals below. Forward the completed and approved form to the Purchasing Department, Mc Spedon Hall, Room 211. Forms that are not approved or incomplete will be returned to the requisitioner. All inquiries may be directed to ext. 2246. Do not use this form to order stationery, furniture or general office supplies.

Requisitioner Info:

Date	_____
Name	_____
Department	_____
Phone	_____
Delivery Location	_____
Center & A/C #	_____
PO# or VISA <small>(Internal Use Only)</small>	_____

Recommended Vendor Info:

Name	_____
Address	_____ _____
Phone	_____
Fax	_____
Attn:	_____

Item #	Quantity	Description	Unit Price	Total

Special Instructions:

Department Approval:

Dean/VP Approval:

Signature

Date

Signature

Date