

Requisition for Purchasing Materials or Requesting Services

This requisition may be placed on bids or another vendor used. One vendor for each requisition.

Please provide a complete description of each item. Complete each Category as precise as possible.

Please specify the purpose and where each item will be utilized.



Vendor

Department

Address

Dept. Budget Acct #

Date Req Submitted

Phone

Fax#

Requested Delivery Date

FEI#

Requested By

Order will be placed by: Department/Requisition Originator

or the Business Office

Quantity	Description / Explanation	Unit Price	Total
<div style="font-size: 48px; font-weight: bold; margin-top: 100px;">Total</div>			

Order Placed:

Date

By

For Business Office Use Only		ACCOUNT	OBJECT	AMOUNT
PO #	_____			
AO #	_____			
Ven #	_____			
Purchase Order:	Mailed <input type="checkbox"/>	Phoned <input type="checkbox"/>	Faxed <input type="checkbox"/>	Balance in Budget _____
Date:	By _____			Total Requisition _____
				Remaining Balance _____

Approved:

1. Dept Chairperson _____

2. Business Office _____

3. Vice President _____

4. President _____