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 _____
(Internal Use Only)

Recommended Vendor Info:

Name _____

Address _____

_____

_____

Phone _____

Fax _____

Attn: _____

Item #	Quantity	Description	Unit Price	Total

Special Instructions:

Department Approval:

_____
Signature Date

Dean/VP Approval:

_____
Signature Date