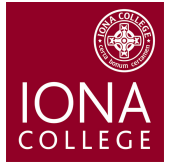


# PURCHASE REQUISITION FORM



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.

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

<b>Recommended Vendor Info:</b>	
Name	_____
Address	_____
	_____
	_____
Phone	_____
Fax	_____
Attn:	_____

Item #	Quantity	Description	Unit Price	Total

Special Instructions:

Department Approval:	Dean/VP Approval:
_____	_____
Signature	Signature
Date	Date