

PURCHASE REQUISITION

INSTRUCTIONS

1. PLEASE PRINT OR TYPE
2. SEND COMPLETED REQUISITION TO PURCHASING EITHER BY MAIL OR FAX. DO NOT SEND TO THE VENDOR.
3. GL BUDGET ACCOUNT CODES ARE FOUND IN THE CHART OF ACCOUNTS, AVAILABLE FROM ACCOUNTING.
4. PROVIDE VENDOR FAX NUMBER TO EXPEDITE ORDER:

PO NUMBER _____

REQ. TRACKING NUMBER _____

SUGGESTED VENDOR

NAME, COMPANY _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

REQUIRED DELIVERY DATE (MONTH/DAY/YEAR) _____

FOR PURCHASING ONLY:

VENDOR # _____ ORDER TYPE _____ PURCHASING GRP/BUYER _____

PLANT _____ STORAGE LOCATION _____ MATERIAL GROUP _____ Q _____

FOB _____ TERMS _____ INVOICE MATCHING _____

SHORT TEXT/DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	GL ACCOUNT CODE	COST CENTER/WBS ELEMENT

TODAY'S DATE _____

DEPARTMENT NAME _____ CAMPUS ZIP _____

REQUESTOR'S NAME _____ PHONE # _____ FAX # _____ PAGER # _____

APPROVAL SIGNATURE(S) _____

DELIVERY INSTRUCTIONS:	BUILDING ABBR:	ROOM NUMBER:	INDIVIDUAL'S NAME:	CAMPUS CODE OR DELIVERY CODE: