

# PURCHASE REQUISITION

THIS IS NOT A  
PURCHASE ORDER

REQUISITION NUMBER   
 VENDOR ID

PURCHASE ORDER NUMBER

VENDOR NAME AND ADDRESS } \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ATTENTION: \_\_\_\_\_  
 ACCOUNT NO.: \_\_\_\_\_  
 SPECIAL INSTRUCTIONS: \_\_\_\_\_  
 \_\_\_\_\_

BID NO.: \_\_\_\_\_

SHIP TO:  \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SHIPPING: \_\_\_\_\_  
 DISCOUNT: \_\_\_\_\_

REQUISITION CODES:  
 (\*PRINTS ON P.O.)

DATE REQUIRED: \_\_\_\_\_  
 REQUESTED BY: \_\_\_\_\_  
 REQUESTED DATE: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_  
 APPROVAL DATE: \_\_\_\_\_

- MAIL P.O. - MP
- CONFIRMING P.O./MAIL\* - CM
- CONFIRMING P.O./DO NOT MAIL\* - CD
- DIRECT PAY\* - DP
- PRE-PAY\* - PP
- SEE ATTACHMENT\* - SA
- RETURN TO ORIGINATOR\* - RO

FUND	FN.	OBJECT	OBJ.	ORG.	INST.	PROJ.

QUANTITY	UNIT PRICE	UNIT OF MEAS.	CATALOG NUMBER	DESCRIPTION	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

TOTAL ORDER ▶