

Requisition Request

Requested by: _____ Request Date: _____

Dept. Name: _____ Date Needed: _____

GL Account #: _____

Reason/information for requisition: _____

Vendor Information:

Comments/Instructions:

Name: _____ To Vendor: _____

Street: _____

CSZ: _____ To Purchasing: _____

Phone: _____

FAX: _____

Quote attached: _____ Yes _____ No

Other quotes required: _____ Yes _____ No

NOTES: Quotes help provide instructions of where the Purchase Order needs to be sent. Also, when working with a specific sales representative, sending the formal hard copy PO to their attention may help to expedite the order processing.

Based on the total requisition amount, 2 to 3 written quotes may be required per Purchasing Policies.

Quantity	Line Item Description/part number	Unit Cost	Total Amt.
1	Estimated Shipping Fee - total		
	Grand Total of requisition		

Approved by: _____
Budget Officer Signature
date

<i>Office Use Only</i>	
Date Entered:	Entered By:
REQ#:	PO#:
Received:	Invoice to Accounting: