PURCHASE REQUISITION

PURCHASE ORDER NUMBER

Purchasing may return this requisition if it is improperly or incompletely filled out.

Note: Tax ID# (TIN/SSN) required from vendor if requesting services, rentals, or advertising.

VENDOR CHOSEN	**SUGGESTED VENDOR (S)**	APPROVAL DATE	Requestor:
		APPROVAL DATE	DEPT.
☐ Please Order ☐ Fax White ☐ Auto Pay ☐ Prepay & Call		APPROVAL DATE	EXT.
☐ Confirmation ☐ Pay & Mail ☐ Pay to Approved Invoice ☐ RUSH		WORK ORDER	DATE TODAY
☐ Mail White ☐ Prepay ☐ Pay & Call ☐ Other…			
Separate Check Required? Y / N (Circle one)		WILL CALL ○ YES ◉ NO	DATE REQUIRED
SPECIAL INSTRUCTIONS None			

QTY	UNIT	DESCRIPTION	EST. COST	UNIT COST	EXT. COST	Old Dept.#	Fund	Org	Acct
					$0.00				
					$0.00				
					$0.00				
					$0.00				
					$0.00				
					$0.00				
					$0.00				
					$0.00				
					$0.00				
					$0.00				
					$0.00				
					$0.00				

VENDOR & NUMBER	SALES PERSON	DATE
VENDOR & NUMBER	SALES PERSON	DATE
VENDOR & NUMBER	SALES PERSON	DATE

NOTES & COMMENTS

TAX			TERMS
LABOR			FOB
SHIPPING CHARGES			SHIP VIA
TOTAL	$0.00		BUYER