

Purchase Requisition

Department:	Graduate Budget / Source of Funds	Comptroller's Contract No.
	Tax Levy Account	Soft Fund Account

Location & Address:	Phone No: () -
Deliver To/Attn Of:	Room No.
	Fax No: () -

Instructions: 1. Submit to Purchasing Department. 2. Use Separate requisition for each budget category. Each requisition must be for similar material. Do not mix different commodities to be purchased from different vendors.

Item No.	Description: Be Specific, Include Catalog Number, Size, Color, etc.	Quantity	Unit	Unit Price	Amount
Total					

I hereby certify that the items above are necessary and that they are for purposes specified in the budget approved for this department.

Department Head	Approval Signature	Date
Recommended Vendor (Name and Address)		Vendor Liaison Name & Telephone No.
		Federal ID Number

For Purchasing Office Use Only

Requisition Number	P.O. No.	Commodity Code
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	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	
Line 1									
Line 2									
Reportable	[]						Line	Act.	
Non Reportable	[]			Optional (FAS)	Line 1		001	A	70
								Line	Act.
					Line		Line	Act.	Dept.