PURCHASE REQUISITION FORM

Complete the information and obtain approvals below. Forward the completed and approved form to the Purchasing Department, Mc Spedon Hall, Room 211. **Forms that are not approved or incomplete will be returned to the requisitioner.** All inquiries may be directed to ext. 2246. Do not use this form to order stationery, furniture or general office supplies.

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| **Requisitioner Info:**  Date Name  Department  Phone |  |
| Delivery Location |  |
| Center & A/C # |  |
| PO# or VISA |  |
| **(Internal Use Only)** |  |

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| --- | --- |
| **Recommended Vendor Info:**  Name Address | |
| Phone Fax Attn: |  |
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| Item # | Quantity | Description | Unit Price | Total |
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| Special Instructions: | | | | |

Department Approval: Dean/VP Approval:

Signature Date Signature Date

Purchase Requisition 03-12