

**Purchase Requisition**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Requested By: | |  | | | | | | | | | | | |  | Date: | | | |  | | | |
| Expense Category: | | | |  | | | |  | | Program/Class: | | | | | | |  | | | | | |
| Purpose or Use: | | |  | | | | | | | | | | | | | | | | | | | |
| Vendor Name: | | | | |  | | | | | | | |  | | |  | | | |
| Vendor Address: | | | | |  | | | | | | | |  | | | |  | | | |
| Vendor City, State, Zip: | | | | |  | | | | | | | |  | | | | |  | | | |
| Vendor Contact: | | |  | | | | | | Phone: | |  | | | | | | | | | | | |
| Date Needed: |  | | | | |  | Ship Via: | | | | |  | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stock Number | Product/Service Description\* | Qty | Unit Price | Extended Cost |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Attach invoice or quote whenever possible

**For Purchasing Department Use Only**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Manager Signature: | |  | | | | Date: |  | Approved: |  |
| Additional Signature: | | |  | | | Date: |  | Ordered: |  |
|  |  | | |  |  | | | PO No. |  |
| Vendor EIN or SS on file? □ Yes □ No | | | | | | | | Date: |  |