

**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: |  |