

## Purchase Requisition

Fund: Organization:  Deliver To:  Suggested Vendor:		Organization:	Da	Date:		
			Account:			
			Ro	Room:		
		FE	EIN:			
			Ph	one:		
			Fa	x:		
University Policy	The Purchasing I except on a Duly	Department is vested with sole authority to order Authorized Purchase Order.	materials and contract for	services. T	he University assumes	NO OBLIGATION
Item Number	Description			Qty	Unit Price	Total Price
Tumou						
					Total	
Requested	Ву					
•	•	Person Preparing Requisition			Purchasing Ap	pproval
Recommen	nded By	Department Head				
Approved	Rv					

Dean/Vice President