### DELTA STATE UNIVERSITY

**Purchase Requisition**

**Department Name:** Human Resources  
**Date:** January 1, 2016

**Fund:**  
**Organization:**  
**Account:**  

**Deliver To:** Jane Faculty  
**Room:** DSU Box 0000

**Suggested Vendor:** Jane Faculty  
**FEIN:** 900123456

**DSU Box 0000**  
**Phone:**  
**Fax:**

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**University Policy:** The Purchasing Department is vested with sole authority to order materials and contract for services. The University assumes NO OBLIGATION except on a Daily Authorized Purchase Order.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Warehouse – dinner for candidate, John Doe for Assistant Professor of Knowledge</td>
<td></td>
<td></td>
<td>58.61</td>
</tr>
<tr>
<td></td>
<td>Mileage to Memphis airport to pick up candidate – 240 miles at rental car rate</td>
<td></td>
<td></td>
<td>51.06</td>
</tr>
</tbody>
</table>

**Total**  
109.67

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**Requested By**  
**Person Preparing Requisition**  
**Purchasing Approval**

**Recommended By**  
**Department Head**

**Approved By**  
**Dean/Vice President**
Delaware State University

Food Purchase

Date of Event: Jan 1, 2016
Time of Event: 6 pm
Contact Name: HR
Location of Event: Warehouse

Names of Participants:

Jane Faculty
Johan Professor
John Doe

Title/Affiliation:
Assist Prof of Knowledge and Teaching
Assoc Prof of Knowledge and Teaching
Candidate for Assist Prof of Knowledge position

Group Attending:

Purpose of Event:
To interview John Doe for the Assistant Professor of Knowledge position

**If more than 10 people were present, give a general description of who attended the event with the name or names of the people leading the event.

Signature of Requesting Individual Cardholder ____________________________ Date

Signature of Approving Program Coordinator or Agency Head ____________________________ Date