

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: _____

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 Duly Authorized Purchase Order.			
Item Number	Description	Qty	Unit Price	Total Price
	Warehouse – dinner for candidate, John Doe for Assistant Professor of Knowledge			58.61
	Mileage to Memphis airport to pick up candidate – 240 miles at rental car rate			51.06
			Total	109.67

Requested By _____
Person Preparing Requisition
Purchasing Approval

Recommended By _____
Department Head

Approved By _____
Dean/Vice President

DELTA STATE UNIVERSITY

FOOD PURCHASE

DATE OF EVENT: Jan 1, 2016 DEPARTMENT: Knowledge and Teaching
TIME OF EVENT: 6 pm CARDHOLDER NAME: Jane Faculty
CONTACT NAME: HR CONTACT PHONE: 4035
LOCATION OF EVENT: Warehouse

NAMES OF PARTICIPANTS**

TITLE/AFFILIATION

<u>Jane Faculty</u>	<u>Assist Prof of Knowledge and Teaching</u>
<u>Johan Professor</u>	<u>Assoc Prof of Knowledge and Teaching</u>
<u>John Doe</u>	<u>Candidate for Assist Prof of Knowledge position</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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