



Purchase Requisition

Department Name: _____ Date: _____

Fund: _____ Organization: _____ Account: _____

Deliver To: _____ Room: _____

Vendor: _____ Vendor ID: _____

_____ Phone: _____

_____ Fax: _____

University Policy	The Purchasing Department is vested with sole authority to order materials and contract for services. The University assumes <u>NO OBLIGATION</u> except on a Duly Authorized Purchase Order.			
Item Number	Description	Qty	Unit Price	Total Price
Total				

Requested By _____
Person Preparing Requisition

Purchasing Approval

Recommended By _____
Department Head

Approved By _____
Dean/Vice President