

PURCHASE REQUISITION

43549

User Department: _____

Dept. Account #: _____

Vendor:

DESCRIPTION

QUANTITY

UNIT PRICE

AMOUNT

\$

\$

TOTAL

\$

PURPOSE OR USE:

SUBMITTED BY: _____

DATE

DEPARTMENT SUPERVISOR _____

DATE

DATE NEEDED BY _____

EXECUTIVE DIRECTOR (\$5000 +) _____

DATE

PURCHASE ORDER NO.: _____

White / Purchasing

Yellow / Accts. Payable

Goldenrod / Requisitioner

(Instructions for this form on back)