



Purchasing Requisition

Note: All approvals will be acquired online by the Business Office

Date _____ Requested By _____ Ext _____ Dept _____

Name of who will place order upon requisition approval _____

Payment Method: _____ To be invoiced | _____ P Card (Name) _____

Vendor Name _____

Vendor Address

(include street, city, state, zip)

Vendor Phone _____ Vendor ID Number _____ or attach W-9

Unit Price _____ Short Description _____ Quantity _____

Unit Price _____ Short Description _____ Quantity _____

Unit Price _____ Short Description _____ Quantity _____

Unit Price _____ Short Description _____ Quantity _____

(add second page if more lines are required) Multiple Billings Y__ | N__

Sub Total _____ Sales Tax _____ Shipping/Handling _____ Estimated Total _____

GL # _____ Amt \$ _____ GL # _____ Amt \$ _____

GL # _____ Amt \$ _____ GL # _____ Amt \$ _____

Detailed Description of Purchase

THIS IS NOT A PURCHASE ORDER