

**PURCHASE REQUISITION**

**DATE:** \_\_\_\_\_

**VENDOR #:** \_\_\_\_\_

**NAME OF COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, AND ZIP CODE:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**FAX #:** \_\_\_\_\_

**FUND:** \_\_\_\_\_

ITEM #	FUNC	OBJ	SUB OBJ	ORG NO	PROG	INST. AREA	QUANTITY	UM 'SEE BACK	CATALOG NO.	Description	Price Each	UNIT PRICE	FREIGHT	DISCOUNT	TOTAL AMOUNT
1							000					\$ -			\$ -
2							000					\$ -			\$ -
3							000					\$ -			\$ -
4							000					\$ -			\$ -
5							000					\$ -			\$ -

Requisitioner please check appropriate item:

Return P.O. to Req.

Fax # \_\_\_\_\_

Other \_\_\_\_\_

<b>Total including discounts</b>	\$ -
Shipping/Handling	\$ -
<b>GRAND TOTAL</b>	<b>\$ -</b>

**Remarks:**

Approved by: \_\_\_\_\_

Prepared by: \_\_\_\_\_