

PURCHASE REQUISITION

Today's Date

Date PO is Needed

Request Date:

Need Date:

Supplier:

Delivery Information:

Suggested Supplier

Supplier Name

Administrative Advisor Name

Requestor Name:

Address

Student Leadership & Engagement

Department:

Address

Location it will be shipped to

Vendor's contact information about the item

Fax

Phone

Fax

Phone

Contact Name

Email

cost for 1 unit price x quantity

A purchase requisition form is used to cover costs of items/transportation over \$500.00 and/or in place of an up front payment to a vendor (ex: a t-shirt company won't start production until they have a form of payment).

total \$ of req

Rationale for supplier suggestion and/or

GRAND TOTAL:

Example: vendor was most competitively priced; used prior

DEPARTMENTAL AUTHORIZATION:

Leave BIR