

This form should be typewritten or printed legibly and sent to the purchasing department. A purchase order will be issued from the purchasing department only. Do not order any items direct from any vendor.



Purchase Requisition

Suggested Sources- Name and Address of Vendor	From Division and/or Department	
	Date of Requisition	Date Items Required

	Circle below where items are to be delivered by college personnel	
	BT SSC HA HO HU SW MO OR PE Library Newburgh (OTHER) _____	

(Room Number)	(Name of Person Authorized to sign for items delivered)
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Quantity	Description of Items	Dept-Acct #	Activity Code	Unit Price	Extension

Indicate Other Information Helpful to Purchasing Department- (catalog and page number * Items packed per carton or container, etc)

Requisitioned By	Division and or Department Approval	Date Approved
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Note: This is not a purchase order. Do not send this form to any vendor.