

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.



Orange County
Community College

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)
Quantity	Unit	Description of Items	Account Number	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

Note: This is not a purchase order. Do not send this form to any vendor.