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	
				BT SW	SSC MO burgh	e items are HA OR	to be delivere HO PE (OTHER)	d by college pe HU Library	ersonnel	
				(Room	Number)			ized to sign for ite		
Quantity	Unit	Desci	ription of Items			Accoun	t 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			
	Ν	ote: This is not a pui	rchase order. Do	not s	end th	is form	to anv ve	ndor.		