

Purchase Requisition

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