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 Re	Date Items Required See below	
		Circle below wher BT SSC SW MO Newburgh	e items are to be delive HA HO OR PE (OTHE	ered by college pe HU Library	ersonnel	
		(Room Number)	(Name of Person Authorized to sign for items delivered)			
Quantity Unit Des	scription of Items		Account Number	r Unit Price	Extension	
odicate Other Information Helpful to Purchasing Der	partment, (catalog and had	ie number * Items r	packed per carton or co	ntainer etc)		
Indicate Other Information Helpful to Purchasing Department- (catalog and page number * Items packed per carton or container, etc)						
lequisitioned By	Division and or Departme	ent Approval		Date Approve	d	