REQUISITION TO PURCHASE

P.O. # _____

DATE _____ CAMPUS _____ VENDOR NO. _____

SUGGESTED SUPPLIER AND ADDRESS

_____ DEPT. _____ ACCT. NO. _____

_____ _____ _____

REQUESTED BY APPROVED BY DEAN/DIRECTOR

DELIVERY REQUIRED (SPECIFY DATE) _____

QTY.	CAT. NO.	FULL DESCRIPTION	UNIT COST	TOTAL COST

PURPOSE OF PURCHASE _____ **TOTAL** ▶

NOTE - REQUESTS FOR EQUIPMENT REQUIRING ELECTRICAL AND/OR OTHER SERVICES MUST BE SUBMITTED THROUGH THE PROPERTIES DIVISION WITH ALL AVAILABLE INFORMATION ATTACHED.

(THIS SECTION FOR PROPERTIES USE ONLY) ▶ **SERVICES AVAILABLE** YES NO D.C.R. NO COPY OF P.O. TO PROP. DIV. YES

P.A.P. D20207/CD27