



Req. # _____

Requisition Date _____

Purchase Requisition

Supplier _____ Address _____
 City _____ State _____ Zip Code _____ Social Sec # or Fed ID # _____
 Phone # _____ Fax # _____

Ship to Address	Payment Terms: _____	Project _____ Task _____ Award _____
Organization Name (Department)	Freight ___ Due ___ Paid _____	Expenditure Type _____
Building _____ Room Number _____	Carrier _____	Organization Name (Department) _____
Attention _____	FOB ___ Destination ___ FCA ___ Origin _____	Requisitioner _____ Telephone # _____
Need by Date: _____	Supplier Notes: _____	Authorized Signature _____ Date _____
	Confirming (Yes/No) _____	

Type	Item Category	Item Catalog # & Complete Description (including notes & buyer notes)	Quantity	Unit	Unit Price	Total

Quotation: ___ Written ___ Verbal By _____ Date _____ Total: \$ _____



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Type	Item Category	Item Catalog # & Complete Description (including notes & buyer notes)	Quantity	Unit	Unit Price	Total
Quotation: <input type="checkbox"/> Written <input type="checkbox"/> Verbal			By	Date	Total: \$ <u> </u>	