

FIELDS HIGHLIGHTED IN YELLOW ARE REQUIRED

Req. # _____

**SAMPLE
Purchase Requisition**

Requisition Date
Type today's date

Supplier _____ Type Supplier Name _____ Address _____
 City _____ State _____ Zip Code _____ Social Sec # or Fed ID # _____
 Phone # _____ Fax # _____ DMC IT Approval: _____

NOTE: If PTA, expenditure type and authorized signature are missing, requisition form will be returned for completion.

Ship to Address Type ship to address	Payment Terms: _____ Freight _____ Due _____ Paid _____	Type project # Task # Award#
Organization Name (Department) Type your department	Carrier _____ FOB _____ Destination _____ FCA _____ Origin _____	Project Task Award Type expenditure type - refer to expenditure type list provided
Building Room Number Type shipment recipient and room number (BSB x-xx)	Supplier Notes:	Expenditure Type Type department associated with award. For example, 100 Procurement
Attention _____	Confirming (Yes/No) _____	Organization Name (Department)
Need by Date: _____		Requisitioner Telephone # Type name of requestor
		Authorized Signature Date MUST BE SIGNED BY AUTHORIZED SIGNATORY

Type	Item Category	Item Catalog # & Complete Description (including notes & buyer notes)	Quantity	Unit	Unit Price	Total
		Provide a valid catalog/item number and description for each item you're requesting to procure. You can also note shipping/handling costs as well as quote number.				

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