



Req. # \_\_\_\_\_

Requisition Date \_\_\_\_\_

### Purchase Requisition

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

<b>Ship to Address</b>	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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Quotation:  Written  Verbal      By \_\_\_\_\_      Date \_\_\_\_\_      Total: \$ \_\_\_\_\_