

Purchase Requisition Form

To be completed for all purchases

APR-200-NI-F Rev E

Print Form

DATE PREPARED 1/29/10



REQUESTED BY	PHONE	REQUIRED DATE	REVIEWED	Initials	PO No	
SUGGESTED VENDOR			FINANCE		BANNER ORGANIZATION CODE	470610
Company			PROPERTY		<input type="checkbox"/> Shipping Memo	<input type="checkbox"/> NEMS/CRE
Address			ADMIN		CSBF PR No.	
City	State	Zip Code	SPECIFIC PURPOSE			
Country	USA					
Contact Name						
Phone Number	Email					

DEPT REFERENCE No. _____ PR TYPE _____ SHIP TO: _____

SOLE SOURCE ATTACHED? BANNER VENDOR _____ BANNER PR No _____ Fund / WO / Cost Ctr _____

PURCHASE TYPE _____ FREIGHT TERMS _____ PAYMENT TERMS _____ BUYER _____

Item	Index	Acct	Qty	Unit	Description & Part or Catalog No	Unit Price	Line Price

COMMENTS		TOTAL
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INSTRUCTIONS:
 (1) **REQUISITIONER** - Complete Yellow areas, AND email form to purchasing@csbf.nasa.gov AND forward printed copy for review and approvals. ATTACH BRAND OR VENDOR SOLE SOURCE IF NECESSARY. Attach existing quote if applicable.
 (2) **ACCOUNTING** - Complete Green areas.
 (3) **PROPERTY / ADMINISTRATION / SHIPPING** - Complete Pink areas.
 (4) **PURCHASING** - Complete Blue areas.

APPROVALS	Date
Supervisor (All)	
Dept Head (<=\$1,500)	
SITE MGR (<=\$20,000)	
PROGRAM MGR (<=\$100,000)	
DIV MGR/DIRECTOR (>\$100,000)	