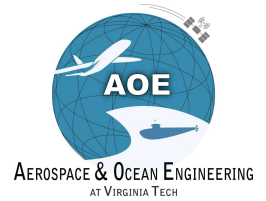


Requisition for Purchase

Aerospace & Ocean Engineering
 215 Randolph Hall (0203)
 Blacksburg, VA
 24061
 Phone: 540-231-6611
 Fax: 540-2231-9632
 www.aoe.vt.com



Today's Date:
 Date Required:

Internal Use Only
 PO#

Complete this form and forward it to the Team Treasurer, Project Advisor or Principal Investigator (if required). Approved requisitions should be forwarded to aoepurchases@vt.edu. The order will be placed upon the receipt of an approved requisition.

Ordered By

Name:
 Project:
 Email:
 Phone:

PI/Advisor:
 Fund:

Vendor

HokieMart (Check this box if the vendor is in HokieMart)

Name:
 Website:
 Phone:
 Wish List Link:

When creating a requisition for an online vendor you may be able to create a "wish list" on the vendor's web site containing the items you wish to order. By providing a link to that wish list we can place the order more quickly by just ordering the contents of the wish list rather than entering each item individually.

Item#	Link/Description	Quantity	Unit Price	Amount

Comments:

Sub-total	
Estimated Shipping	
Grand Total	