

PRINCETON UNIVERSITY LIBRARY PURCHASE REQUISITION FORM

Name of Requestor	<input style="width: 95%;" type="text"/>	Date of Request	<input style="width: 95%;" type="text"/>
Email Address	<input style="width: 95%;" type="text"/>	Date Required	<input style="width: 95%;" type="text"/>
Dept & Unit	<input style="width: 95%;" type="text"/>	Suggested Vendor	<input style="width: 95%;" type="text"/>
PG to Charge	<input style="width: 95%;" type="text"/>	Vendor Phone	<input style="width: 95%;" type="text"/>
		Vendor Fax	<input style="width: 95%;" type="text"/>

Quantity	Description / Item Number Source <small>(where you obtained product information, such as catalog name, page, etc... or web url)</small>	Unit of Measure	Price	Total Price
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TOTAL

If any item on request exceeds \$2,500 please provide three competing quotations, or proper justification that the item classifies as a sole source purchase. A sole source purchase is one where there is only one vendor capable of providing an item or service, and therefore it is not possible to obtain competitive bids. A single source purchase is one where there are multiple sources of supply, but for specific reasons the item or service must be purchased from a specified vendor.

Signature of requestor: _____

Signature of person authorized to charge PG: _____