

GENERAL REQUISITION

V#: _____

VENDOR: _____

ADDRESS _____

CITY/STATE/ZIP _____

PURCHASE ORDER #: _____

DATE: _____

DEPT. ORDERING: _____

FOR (INDIVIDUAL): _____

DATE REQUIRED: _____

SPECIAL INSTRUCTIONS:

- ☐ MAIL PURCHASE ORDER
- ☐ DO NOT MAIL PURCHASE ORDER
- ☐ OTHER SPECIAL INSTRUCTIONS (EXPLAIN) _____

- ☐ ORDER TO BE PREPAID
- ☐ MAIL TO CONFIRM ORDER

FOR PURCHASES TOTALING OVER \$5,000, ATTACH THREE BIDS.

QUANTITY	STOCK NO.	DESCRIPTION		*UNIT PRICE	AMOUNT

ACCOUNTING DISTRIBUTION: MUST BE COMPLETED CORRECTLY.

FUND	ORG	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	AMOUNT

AUTHORIZED SIGNATURES:

REQUESTOR: _____

BUDGET MANAGER: _____

SECOND APPROVER: _____

CONTROLLER: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

INSTRUCTIONS:

AFTER COMPLETING THIS FORM, APPLY YOUR DIGITAL SIGNATURE AND FOLLOW THE DIGITAL PROCUREMENT WORKFLOW INSTRUCTIONS. YOU WILL RECEIVE AN EMAIL WHEN A PURCHASE ORDER HAS BEEN ISSUED.

*** NOTE TO PERSON MAKING REQUEST:** PLEASE ENTER THE UNIT PRICE FOR EACH ITEM AND INDICATE BY CODE NUMBER THE SOURCE OF THE UNIT PRICE, 1. ESTIMATE, 2. CATALOG, 3. VERBAL QUOTE BY VENDOR, OR 4. OTHER, PLEASE EXPLAIN _____