

PURCHASE REQUISITION

K 72930

P.O. No.

Contact Person Student X. Example

DEPARTMENT English

Telephone Extension 2-8976

Date 10-10-04

ITEM NO.	QUANTITY & UNIT	DESCRIPTION AND COMPLETE SPECIFICATIONS	UNIT PRICE	AMOUNT
1045	10	Widgets, Generic, Brown in color, exceedingly important for research	\$9.99	\$99.99

PURPOSE:

TOTAL \$99.99

NAMES AND ADDRESSES OF VENDORS INCLUDING ZIP CODES

1. Generic Widget Vendor 836 Industrial Rd. Widgettown, CA 86754	2.	3.
4.	5.	6.

UNIVERSITY POLICY: The appropriate Business Affairs official is vested with the sole authority to order materials and contract for services. The University will assume no obligation except on a duly authorized Purchase Order or Letter Authorization.

FUND	APP'N.	AGENCY CODE	SEC.	ACT	EXP. CODE	TOTAL	FUND APPROVAL:
		19 40					

REQUESTED BY Department X. Head
HEAD OF DEPARTMENT

FISCAL OFFICER

APPROVED BY _____
DEAN OR ADMINISTRATIVE HEAD

APPROVED BY PURCHASING OFFICER