

DEPARTMENTAL REQUISITION

DATE: _____

DEP. REQ. NO.: _____

INSTANCE NUMBER: _____

VENDOR NAME AND E-MAIL ADDRESS VENDOR STREET/P.O. BOX ADDRESS: VENDOR CITY, STATE, ZIP CODE: VENDOR CONTACT NAME AND NUMBER: THE UNIVERSITY'S CONTACT PERSON: (ADMINISTRATIVE ASSISTANT, REQUESTOR) DEPARTMENT-DESTINATION OF SUPPLIES AND/OR EQUIPMENT: BUILDING AND ROOM NO. & PHONE NUMBER:	MATERIAL REQUIRED BY : _____ (SHOW DEFINITE DATE MATERIAL REQUIRED) SUGGESTED SOURCE(S) FOR COMMODITY LOOK-UP WWW.UNSPSC.ORG/SEARCH-CODE <div style="border: 1px solid red; padding: 5px;"> <p style="text-align: center; color: red; margin: 0;">FOR PURCHASING USE ONLY</p> <p>Verified by: _____</p> <p>BUDGET CHECK: <input type="checkbox"/></p> <p>COST CENTER: <input type="checkbox"/></p> <p>COMMODITY CODE: <input type="checkbox"/></p> <p>VENDOR ID: <input type="checkbox"/></p> </div> <p>VENDOR ID NUMBER _____ (10 DIGIT)</p> <p>COST CENTER OR PROJECT ID (fill in below)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 15%;">XX</td> <td style="text-align: center; width: 15%;">XXXX</td> <td style="text-align: center; width: 15%;">XX</td> <td style="text-align: center; width: 55%;">AMOUNT</td> </tr> <tr> <td style="text-align: center;">XXX</td> <td style="text-align: center;">XXXX</td> <td style="text-align: center;">XXX</td> <td></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>	XX	XXXX	XX	AMOUNT	XXX	XXXX	XXX																																																																																																															
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REQUESTED BY: _____
PRINT NAME

APPROVED BY: _____
PRINT NAME

APPROVED BY: _____
SIGNATURE

APPROVED BY: _____
FOR PURCHASING DIRECTOR