

DEPARTMENTAL REQUISITION

DEPT. REQ. NO. _____

UNIV. ORDER NO. _____

DATE 00/00/0000
CONTRACTOR & SHIPPER

MATERIAL REQUIRED BY 00/00/0000
(SHOW DEFINITE DATE)

SUGGESTED SOURCE(S) FOR OPEN MARKET PURCHASES:

ADDRESS _____

CITY _____

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

DEPARTMENT-DESTINATION OF SUPPLIES AND/OR EQUIPMENT

VENDOR ID NUMBER

BUILDING AND ROOM NO.

ODESSA, TEXAS 79762

ADDRESS

ACCT.	GROUP	SUB ACCT. NO	OBJ. CODE	AMOUNT

DESTINATION OF INVOICE IF DIFFERENT FROM ABOVE

DEPARTMENT

ITEM No.	ITEM AND DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
TOTAL					

REQUESTED BY _____

FUNDS AVAILABLE _____

FOR DIRECTOR OF ACCOUNTING

APPROVED _____

BUDGET HEAD

APPROVED _____

FOR PURCHASING AGENT

With few exceptions, you are entitled on your request to be informed about the information U. T. Permian Basin collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U. T. Permian Basin correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that U. T. Permian Basin collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

REQUESTED BY _____

FUNDS AVAILABLE _____

FOR DIRECTOR OF ACCOUNTING

APPROVED _____

BUDGET HEAD

APPROVED _____

FOR PURCHASING AGENT