

PURCHASE REQUISITION FORM

PROCEDURE IN ACCOMPLISHING THIS FORM

- ✓ REQUISITIONING OFFICE/DEPARTMENT/COLLEGE ACCOMPLISH THIS FORM COMPLETELY. IN PLACING ITEMS, PLEASE INCLUDE THE SPECIFICATION OF EACH ITEM REQUESTED.
- ✓ THE DEPARTMENT HEAD SIGNS THE P.R. FORM.
- ✓ THE ACCOUNTING MANAGER/CONTROLLER RECOMMENDS THE FORM.
- ✓ THE VICE PRESIDENT FOR FINANCE/CFO APPROVES THE FORM.
- ✓ THE PURCHASING OFFICE RECEIVES AND REVIEWS THE APPROVED FORM AND AFFIXES THE SEQUENCE P.R. NUMBER.

REQUISITIONING OFFICE/DEPT/COLLEGE	DATE SUBMITTED	DATE NEEDED	P.R. NO.

QUANTITY	UNIT	COMPLETE DESCRIPTION OF ITEM(S)

PURPOSE/REASON FOR THE REQUEST

REQUESTED BY / DATE	ENDORSED BY / DATE	BUDGET INFORMATION (FOR ACCOUNTING OFFICE USE ONLY)		
		TOTAL BUDGET	<input style="width: 100%;" type="text"/>	
REQUISITIONER	DEPARTMENT HEAD	BUDGET USED	<input style="width: 100%;" type="text"/>	
PURCHASING OFFICE		BUDGET BALANCE	<input style="width: 100%;" type="text"/>	
RECEIVED BY / DATE	REVIEWED BY / DATE	THIS PURCHASE REQUEST		
		<input style="width: 100%;" type="text"/>		
PURCHASING ASSISTANT	PURCHASING OFFICER	AVAILABLE BUDGET	<input style="width: 100%;" type="text"/>	
NOTED BY / DATE	APPROVED BY / DATE	RECEIVED BY/DATE	FILLED OUT BY/ DATE	RECOMMENDED BY / DATE
		BUDGET ASSISTANT	BUDGET ASSISTANT	CONTROLLER
EVP/ COO	VP FINANCE-CFO/CONTROLLER			