PURCHASE REQUISITION

Requisitioning Department

Vendor Name and Applicable Contact Information

“Ship To” & Delivery Information: Generally, the “ship to” will be Central Receiving (check “other” if item(s) should be delivered to alternate address); “Deliver To” should indicate the employee, department and location where the item(s) should be delivered once received by Central Receiving.

Print Requisitioner’s Name and Extension

Authorized Signature and Date

Requisition Number (pre-determined)

Shaded Area for Purchasing Use Only

Insert all pertinent information about your order, including full descriptions, account number, quantity, unit, unit price, subtotals and totals. Please do not forget the shipping costs.

Insert any special instructions or additional vendor information, such as fax numbers.