



Req. #

Requisition Date

### Purchase Requisition

Supplier \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Social Sec # or Fed ID # \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

<b>Ship to Address</b>	Payment Terms: _____	Project	Task	Award
Organization Name (Department)	Freight <input type="checkbox"/> Due <input type="checkbox"/> Paid <input type="checkbox"/>	Expenditure Type		
Building Room Number	Carrier _____	Organization Name (Department)		
Attention	FOB <input type="checkbox"/> Destination <input type="checkbox"/> FCA <input type="checkbox"/> Origin _____	Requisitioner Telephone #		
Need by Date: _____	Supplier Notes:	Authorized Signature Date		
	Confirming (Yes/No) _____			

Type	Item Category	Item Catalog # & Complete Description (including notes & buyer notes)	Quantity	Unit	Unit Price	Total

Quotation:    Written    Verbal    By \_\_\_\_\_    Date \_\_\_\_\_    Total: \$ \_\_\_\_\_



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