

Purchase Requisition Form

Research Project Information			
Research Grant #		Project PI	
Research Project Title			

Requested Items Information							
No.	Item	Budget item	Supplier	Qty.	Unit Price	Cur.	Total
1.							
2.							
3.							
4.							
5.							
Total							

Signature of Principle Investigator (PI): _____ Date: _____

Purchase Requisition Information (to be filled by research office staff only)

Direct Supply: ☐ P Requisition No. _____

Deduction from Bank Account No.: _____

Signature of Accountant : _____ Date: _____