



PURCHASE REQUISITION REQUEST

VENDOR: _____

Office Use Only

ADDRESS: _____

Requisition # _____

PHONE: _____

DEPARTMENT: LRC APPLIED SCIENCE ARTS/HUMANITIES BUSINESS
(Check one) SOCIAL SCIENCES PHYSICAL SCIENCE LIFE SCIENCES

DELIVER TO CAMPUS: NORTH FAYETTE CENTRAL SOUTH

Requester's Name (Please Print): _____ Date: _____

Requester's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

ACCOUNT CODE	QUAN	UNIT	UNIT COST	Catalog #	DESCRIPTION	TOTAL
Shipping/handling charges						
Total amount of request						

OTHER COMMENTS: (Needed by, deadline, etc.)