Michigan Technological University

Clear Form

Requisition #: R _____

Purchase Order #: P _____

Blanket Order #: BL _____

PURCHASE REQUISITION

This is NOT a purchase order

Please enter dates in DD-MMM-YYYY format

Suggested Vendor:

Vendor Code: _____ (if known)

Vendor Name & Address:

Please enter phone numbers in (999) 999-9999 format

Phone: _____ X

Fax: _____

Ship-To Code: _____

Transaction Date: _____

Deliver By: _____

Requestor: _____

Phone: _____

Organization (Dept): _____

	Line Item	Comm Code	Item Description	Unit	Qty	Unit Price	Total
1	1						$0.00
2							$0.00
3							$0.00
4							$0.00
5							$0.00
etc							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00

Total from Page 1: $0.00 **Total from Page 2:** $0.00 **Grand Total:** $0.00

Accounting Data to be completed by Requisitioner

	Index	Organization	Account	Accounting Split Detail: Amount	Accounting Split Detail: Item Numbers
Seq 1:					
Seq 2:					
Seq 3:					

Purchasing Office Use Only:

FOB: _____ Disc: _____

Carrier: _____ Ship to: _____

Buyer: _____ Date: _____

Accounting Office Use Only:

Budget checked by: _____

Date: _____

Approval Signatures

1. *Are there any live mammals? _____
2. *Computer Acquisition Committee approval number for computer-related purchases over $49,999.99: _____

< $5,000 **-or-** $5,000+ & Blanket Orders *Other

_____ Financial Manager (Account Custodian) _____ Date

_____ Dept. Head, Chair, Director, Dean, or Associate _____ Date

_____ _____ Date

http://www.admin.mtu.edu/acct/pdf/pur/purchase_requisition.pdf (Rev. JUN-2010)

Print and send signed purchase requisition (with any attachments) to Purchasing. When printing, select Print Current Page if you did not use page 2.

MichiganTech

Michigan Technological University

Use this page for additional purchase requisitions. The total from this page will be added to your total from the first page. Please make sure you turn in both pages.

PURCHASE REQUISITION

Line Item	Comm Code	Item Description	Unit	Qty	Unit Price	Total
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
					Total - This Page:	$0.00