

REQUESTOR INFORMATION:		
Name:		Department:
Phone:	Other:	Email:

REQUISITION DATE:	
REQUISITION#:	

INSTRUCTIONS:
<b>REQUESTOR WILL:</b>
1. Complete all applicable sections highlighted in gray.
2. Include as part of this form or within supplemental back-up that all applicable taxes, freight, and/or installation has been applied.
3. Verify this order is being submitted in entirety and not split into multiple requisitions unless designated as a multi-phase project.
4. Review compliance against Business Policies & Procedures for compliance.
5. Verify which approvals are required, if any, per the Signature Policy prior to submitting to Purchasing.
6. Retain an electronic copy of all back-up and approvals.
7. Enter requisition into Banner.
8. Submit all accompanying back-up along with necessary signatures of approval after entering requisition into Banner.

VENDOR INFORMATION:		
Vendor ID#:		Vendor Name:
Address:		
Phone:	Fax:	Email:

PROJECT NAME (If Applicable):
REQUISITION DESCRIPTION (Brief Summary):

PO DISTRIBUTION INSTRUCTIONS:	REQUESTED DELIVERY DATE:
Email Fax None	Other (Specify)

SPECIAL SHIPPING INSTRUCTIONS:
--------------------------------

**Checklist Prior to Submission:**  
 The below items are provided as a guide only. Items listed may not apply to all purchases. See [Policies & Procedures](#) for guidance.

- Signature Approvals
- Competitive Bids (If Applicable), or
- Single/Sole Source Form (If Applicable)
- Inclusions/Exclusions
- Executed Contract
- Funds Available

COMMODITY CODE	ACCOUNT CODE	INDEX	ITEM DESCRIPTION (BRIEF)	UNIT OF MEASURE	QTY	UNIT PRICE	TOTAL PRICE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**SIGNATURE OF APPROVAL:**

[See Signature Authority Policy for appropriate signatures required.](#)

Approver	Signature	Date
	Print Name:	
Approver	Signature	Date
	Print Name:	
Approver	Signature	Date
	Print Name:	

PO# ASSIGNED:	
---------------	--

PROCESSED BY (INITIAL):	
-------------------------	--

COMMENTS TO PURCHASING:	Materials:
	Tax Amount:
	Shipping/Delivery/Freight:
	Installation/Labor:
	<i>Check Box if costs included in above.</i>

**FOR INTERNAL USE ONLY (PURCHASING DEPT):**

--

For Internal Office Use Only (Purchasing Dept):

- Grant
- Construction - New
- Lease
- Sole/Single Source
- Capital Asset
- Construction - Renovation
- Authorized Approval(s)
- Competitive Bids

<b>REQUISITION TOTAL:</b>	
---------------------------	--