



Requisition VR#   
(to be assigned by the Purchasing Office)

## Purchasing Requisition

### Type of Purchase:

|                  |  |
|------------------|--|
| Department Name: |  |
| Department Head: |  |
| Requestor Name:  |  |
| Requestor Email: |  |
| Phone Number:    |  |

|                                 |  |
|---------------------------------|--|
| Suggested Vendor Name:          |  |
| Suggested Vendor Address:       |  |
| Suggested Vendor Contact Name:  |  |
| Suggested Vendor Contact email: |  |
| Suggested Vendor Phone number:  |  |

|                          |  |
|--------------------------|--|
| Budget Account #:        |  |
| Budget Balance:          |  |
| Total Cost:              |  |
| If Grant, Enter End Date |  |
| If Event, Enter Date     |  |

### Accounting Office Review/Notes:

### Budget Review Signature:

**Attention Departments:** Please ensure that a requisition number is assigned and allow two weeks for reviewing and processing. When checking status on orders, reference the assigned requisition number.

Purchases of goods and services of \$10,000 and above require three (3) quotes.

|                 |     |    |     |
|-----------------|-----|----|-----|
| Quotes attached | Yes | No | N/A |
|-----------------|-----|----|-----|

Please use this area to enter any other comments that you would like the Purchasing Office to consider when processing your request including shipping instructions:

|                                          |                                             |                                         |                            |                    |
|------------------------------------------|---------------------------------------------|-----------------------------------------|----------------------------|--------------------|
| <input type="checkbox"/> Heavy Duty Item | <input type="checkbox"/> Requires Lift Gate | <input type="checkbox"/> Unloading Dock | Building Name: <div></div> | Room#: <div></div> |
|------------------------------------------|---------------------------------------------|-----------------------------------------|----------------------------|--------------------|

|                                               |             |
|-----------------------------------------------|-------------|
| <u>Department Requestor:</u>                  | <div></div> |
| <u>Department Head Approval:</u>              | <div></div> |
| <u>Dean Approval:</u>                         | <div></div> |
| <u>Associate Provost Approval:</u>            | <div></div> |
| <u>Executive Approval:</u>                    | <div></div> |
| <u>President Approval:</u><br>(If applicable) |             |