

PURCHASE REQUISITION

Date: _____

Purchase Order # _____

PURCHASING DEPARTMENT Please purchase the following items:

For

Notify _____

Purpose or Use _____

Charge To

Vendor

Ship Via _____

Quantity	Unit Price	Stock #	Description					Estimated Cost

Requested by	<input type="text"/>
Department Approval	<input type="text"/>

For Purchasing Department Use:	
Approved _____	Date _____
Ordered From _____	
P.O. No. _____	Date _____