|  |  |
| --- | --- |
|  **REQUEST FOR SUPPLIES** Date |       |
| Requested by: |       | Department Requisition # |       |
| Deliver to: |       |       |  |
| Building and Room# |       |  (Department) |  **APPROVING ACTION**(Initials) (Date) |
| THRU: Department Chairman |       |
| Appropriate Dean  |       |  |
| Associate Vice President  |       |
|  |  |  |
|  |  Instructions for Preparations: Forward all four copies thru Department Chairman to Appropriate Associate Dean and to the Office of Business and Finance.**Print or type all information. Use typewriter or ball point pen.** |  |
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| --- | --- | --- | --- | --- |
| Hand Carry | [ ]  |  | Order From: Name of Company: |       |
| State Contract | [ ]  |  |
| Only Vendor | [ ]  |  |  Address: |       |
| Request Bids | [ ]  |  |        |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | QuantityOrdered | Commodity Number | Stock**Number** | PLEASE SUPPLY ITEMS LISTED BELOW | UnitPrice | Total |
| Description |
| 1 |       |       |       |       |       |       |       |
| 2 |       |       |       |       |       |       |       |
| 3 |       |       |       |       |       |       |       |
| 4 |       |       |       |       |       |       |       |
| 5 |       |       |       |       |       |       |       |
| 6 |       |       |       |       |       |       |       |
| 7 |       |       |       |       |       |       |       |
| 8 |       |       |       |       |       |       |       |
| 9 |       |       |       |       |       |       |       |
| 10 |       |       |       |       |       |       |       |
| 11 |       |       |       |       |       |       |       |
| 12 |       |       |       |       |       |       |       |
| 13 |       |       |       |       |       |       |       |
|  | I certify that the items requested on this requisition dated  are required, to continue the normal operation of this office/department during the current fiscal year and are not being purchased for the purpose of stockpiling for use after the present fiscal year. |       |
|  |  |
|  |  Signature |  |  |

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| --- |
|  **OFFICE OF BUSINESS AND FINANCE USE ONLY** |
| Funds Available: | [ ]  | Yes | [ ]  | No |  | Purchase Order Issued |  |
| Budget Code: |       |  | No: |       | Dated: |       |