|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | CommodityNumber | 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 | | |  | |  |

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