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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 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: |  |