

**REQUISITION FOR PURCHASE**

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| **Requisition Date:** |  |  **Requisition No:** |  |
| **Requisition Type: (Check one)** |  |  **Contact Person** **(BOL):** |  |
|   RO  CO  LM  CF  PP |  |  **Contact Phone No.**  **(BOL):** |  |

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| --- | --- | --- | --- |
| **Suggested Vendor:** |  |  **Ship To Address:** |  |
| **(Address)** |  |  **(Campus)** |  |
|  |  |  |  |
| **Vendor Phone No:** |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Department Account Number** |  |  |  |  |  |  |  |
|  | **Fund** |  | **Organization** |  | **Account No.** |  | **Program** |

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| **Instructions/Notes:** |  |
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| --- | --- | --- | --- | --- | --- |
| **Quantity** | **UOM** | **Unit Price** | **Extended Price** | **Description of Item** | **Item Number** |
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**Note: Item numbers change so please attach any backup that you have used to get your prices.**

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| --- | --- | --- | --- |
| **Number of items requested:** |  | **Requestor:** |  |
| **Total amount of requisition:** |  | **Approved:** |  |