

MASSART

PURCHASE REQUISITION

REQUISITIONER	DATE	REQUISITIONERS SIGNATURE	DATE		
DEPARTMENT		TRUST FUND CUSTODIAN SIGNATURE	DATE		
SUGGESTED VENDOR - NAME , ADDRESS , PHONE & FAX		GENERAL LEDGER ACCOUNT NUMBER _ _ _ - _ _ _ - _ _ _ - _ _ _ - _ _ _ - _ _ _			
DESCRIPTION OF ITEMS		QTY	UNITS	UNIT PRICE	TOTAL PRICE
PURCHASING OFFICE ONLY		PROCESSED BY:	DATE:	PO#	TOTAL:

- Requisitions \$5,000 or greater require the signature of the Area VP prior to being submitted to Purchasing, and the VP of Administration & Finance before a purchase order will be issued.
- Requisitions not signed by the proper trust fund custodian or not coded with budget information will be returned.
- Please note that this is not a purchase order. A purchase requisition is an internal document, not valid for external use. Please keep a copy for your records.
- Requisitions exceeding one page may be typed as an attached list.