



PURCHASE REQUISITION N. 753- _____

| | |
|----------------|-----------------|
| Dept. _____ | Date: _____ |
| Account: _____ | Estimated _____ |

| ITEM NO. | DESCRIPTION & SPECIFICATIONS | QUANTITY | UNIT | ESTIMATED UNIT COST |
|--|------------------------------|----------|------|---------------------|
| Use plain white bond paper for additional pages. | | | | |

Intended Use: _____

| | |
|---------------------------|-------------------|
| Delivery needed by: _____ | Deliver to: _____ |
|---------------------------|-------------------|

I certify to the need for the above items and that sufficient funds are on hand for this purchase.

Date Received: _____
 Date Encumbered: _____

Requested by _____

Approved by _____

 Purchasing Approval

Please List Suggested Sources of Supply:

Vendor: _____

Address: _____

Point of Contact: _____

Telephone No.: _____

Make and Model Sold: _____

Vendor: _____

Address: _____

Point of Contact: _____

Telephone No.: _____

Make and Model Sold: _____

Vendor: _____

Address: _____

Point of Contact: _____

Telephone No.: _____

Make and Model Sold: _____

Vendor: _____

Address: _____

Point of Contact: _____

Telephone No.: _____

Make and Model Sold: _____

Vendor: _____

Address: _____

Point of Contact: _____

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Telephone No.: _____

Make and Model Sold: _____