

Purchase Requisition

Requestor Name _____ Date _____

Phone _____ Email _____

Date Needed _____

Purpose _____

Charge Account # _____

PI / Supervisor Approval _____

Vendor Name _____ Contact _____

Address _____

Phone _____ Fax _____

Email _____ Web Address _____

Qty	Catalog Number	Detail Description	Unit Price	Price

Official CECS use only

PO Number

Date Received _____ By _____

Date Ordered _____ By _____

Order Received _____ By _____

Admin Approval _____

Subtotal	
Sales Tax	
Shipping	
Total	

