

Purchase Requisition

(This is not an Order)

** Please Type or Print Legibly **

[1] Suggested Vendor(s): (Vendor number, name, address, phone number, contact) _____ _____ _____ _____	[2] Ship To: <div style="text-align: right;"> Bera College _____ Dept: _____ Bldg/Room: _____ CPO Box: CPO _____ ATTN: _____ Phone: _____ </div>
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[3] Requested By:	[4] Phone Number:	[5] Date: (mm-dd-yy)	[6] Deliver By: (mm-dd-yy)
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Items have been ordered within the last 12 months.
 Material Safety Data Sheet(s) (MSDS) required.
 This is a one-time or infrequent (less than five times/year) vendor.

[7] Quantity & U/M:		[8] Description:	[9] Unit Price	[10] Extension
Qty	U/M			

Shipping & Handling: _____

Instructions for Requisitioner:
REQUISITION TOTAL: _____

Involves networking, hardware or software or interfaces with existing programs – must notify IS&S
 Involves building/grounds modification, remodel, or demolition – must notify FM
 Involves installation or assembly of new equipment – must notify FM & EHS
 Involves the purchase and/or disposal of chemicals – must notify EHS
 Involves access to building/grounds or impacts security – must notify Public Safety

[11] Accounting Distribution			[12] Amount/Percent:		[13] Authorized Signature:	[14] Date: (mm-dd-yy)
Fund	Orgn	Account	\$\$\$	%		