

PURCHASING/REQUISITION FORM

SIGNATURE: _____ Approver _____ DATE: _____ P.I.'s UFID # _____ <If purchasing CAPITOL items, please supply the following> PROPERTY# _____ BLDG _____ RM _____ <If purchasing for a VEHICLE, please supply the following> VEHICLE# _____ TAG# _____ <If quotes were received, please supply the following> Quote number(s) _____ CONTACT: _____ DATE: _____ REMARKS: _____	Please Complete Fund # _____ Program # _____ Source of Funds # _____ REEport # _____ Flex # _____ Project # _____ <hr/> Business Office Use Only Req. # _____ Voucher # _____ P. O. _____ Finance Approval _____ Date _____
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SUGGESTED SOURCES:

Qty	Material Description / Justification	*Catalog #	Unit Price	Total

Estimated Shipping Cost

GRAND TOTAL

STOCKROOM VERIFICATION OF DELIVERY: Name: _____

Date: _____

REQUESTOR'S VERIFICATION OF RECEIPT: Name: _____

Date: _____