

SOUTHERN UTAH UNIVERSITY  
**PURCHASE REQUISITION**

30196

DATE OF REQUISITION <u>1</u>	DEPARTMENT <u>2</u>	CONFIRMATION ORDER <input type="checkbox"/> <u>3</u>	CHECK WITH ORDER <input type="checkbox"/> <u>4</u>	REQUISITION NO:					
DELIVER GOODS TO: <u>5</u>		E-MAIL <u>6</u>		P.O. NUMBER <u>8</u>					
INDEX/FUND	ORGN <u>9</u>	ACCT	PROG	\$ / %	INDEX/FUND	ORGN	ACCT	PROG	\$ / %
INDEX/FUND	ORGN	ACCT	PROG	\$ / %	INDEX/FUND	ORGN	ACCT	PROG	\$ / %

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>

1. Be explicit. Give accurate description. Use catalog reference whenever possible.
2. Give NAME and ADDRESS of vendor or source of supply.

PROPOSED VENDOR

15

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Requested by 16

Account Manager(s) 17

Signature Confirms Sufficient Funds

VP or President 18

Purchasing 19

**REQUISITIONS NOT COMPLETED OR WITH INSUFFICIENT FUNDS WILL BE RETURNED TO DEPARTMENT  
NO ONE IS AUTHORIZED TO BUY WITHOUT A PURCHASE ORDER**

White copy to Purchasing • Yellow copy to Purchaser • Department keeps Pink copy