



PURCHASE REQUISITION

Date _____ Requisition No. _____

From _____ Dept.

Possible Vendors:

Deliver to: _____

Date needed: _____

Quantity Ordered	Unit	Part No.	Size	Description (Detail)	Account Number	Purchasing Dept. Use Only		
						Unit Price	Total	P.O. No.

O.K. for Purchase

Ordered by _____

Approved by _____

Purchasing Agent