

DEPARTMENT: _____ No. _____
FROM: _____ Date _____
DELIVERY DATE REQUESTED _____
VENDOR _____ FEDERAL I.D. #: _____
ADDRESS: _____

CONTACT PERSON _____

VPFA

INSTRUCTIONS:

1. TYPE REQUISITION. FORWARD ORIGINAL, FIRST, SECOND AND THIRD COPIES TO BUSINESS OFFICE. FILE FOURTH COPY.
2. INDICATE VENDOR. INCLUDE SPECIFICATIONS AND/OR ILLUSTRATIONS. BE SPECIFIC.
3. SUBMIT REQUISITION WELL IN ADVANCE OF DATE ITEM IS NEEDED. ALLOW 5 WORKING DAYS FOR CHECK ADVANCES.

PURCHASING (WHITE) (2) ORIGINATOR (GREEN) (3) ACCOUNTS PAYABLE (YELLOW) (3) CENTRAL RECEIVING (PINK) (4) FILE (GOLDENROD)