

PHYSICAL PLANT PURCHASE REQUISITION

Originator: Type or Print Legibly, filling in all information. If prices are not known, please estimate (include shipping).
 Unit column must show unit of measure (ea, lb, ft, gal, etc.) corresponding to the quantity ordered.

DATE: _____	W/O # or Job Code: _____
PURCHASE ORDER #: _____	Building Name: _____
Requisition #: _____	Building Number: _____

Vendor: _____	SpeedType: _____
_____	_____
_____	_____
_____	TOTAL: \$ _____

Central Receiving Shipment: _____	Yes ____ No ____	Ordered By: _____
Receiver Number: _____		Approved By: _____
Check # and Date: _____		Approved By: _____
Check Amount: _____		Approved By: _____

Line #:	Quantity:	Unit:	Description:	Unit Cost:	Total Cost:
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					