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:
RR # and Date:		Approved By:
Check # and Date:		Approved By:
		Approved By:

Line #:	Quantity:	Unit:	Description:	Unit Cost:	Total Cost:

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