

White Purchasing Agent
 Canary Accounting Office
 Pink Department



MISSISSIPPI VALLEY STATE
 UNIVERSITY™

REQUISITION

DATE: _____

NAME & ADDRESS OF PREFERRED VENDOR 	REQUESTED BY _____ DEPARTMENT CHAIR/PROJECT DIRECTOR _____ DATE _____ APPROVED BY _____ AREA VICE PRESIDENT (refer to Approval Limit Schedule) _____ DATE _____ _____ INFORMATION TECHNOLOGY _____ DATE _____ _____ OSP/TITLE III/PRIVATE GRANTS _____ DATE _____ _____ BUDGET OFFICER _____ DATE _____
DEPARTMENT NAME _____ BANNER ORG. NUMBER _____	

UNIVERSITY POLICY: THE OFFICE OF BUSINESS AND FINANCE IS VESTED WITH SOLE AUTHORITY TO ORDER MATERIALS AND CONTRACT SERVICES. THE UNIVERSITY WILL ASSUME NO OBLIGATION EXCEPT ON A DULY AUTHORIZED PURCHASE ORDER, AUTHORIZED BY AN OFFICIAL REQUISITION.

PURCHASE ORDER NO. _____

PLEASE GIVE FULL DESCRIPTION AND COMPLETE SPECIFICATIONS,
 IF A WRITTEN QUOTATION WAS OBTAINED, TRANSMIT WITH THIS REQUISITION.

QUANTITY	DESCRIPTION	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
	TOTAL		

CODE MUST HAVE BUDGET

FUND	BANNER ORG. NUMBER	OBJECT	AMOUNT

APPROVED BY _____
 VICE PRESIDENT FOR BUSINESS & FINANCE (refer to Approval Limit Schedule) _____ DATE _____

APPROVED BY _____
 PRESIDENT (refer to Approval Limit Schedule) _____ DATE _____

For additional information contact: Name: _____ Phone: _____ Box Number: _____