



PURCHASE REQUISITION N. 753- _____

Dept. _____	Date: _____
Account: _____	Estimated _____

ITEM NO.	DESCRIPTION & SPECIFICATIONS	QUANTITY	UNIT	ESTIMATED UNIT COST
Use plain white bond paper for additional pages.				

Intended Use: _____

Delivery needed by: _____	Deliver to: _____
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I certify to the need for the above items and that sufficient funds are on hand for this purchase.

Date Received: _____
 Date Encumbered: _____

Requested by _____

Approved by _____

 Purchasing Approval

Please List Suggested Sources of Supply:

Vendor: _____

Address: _____

Point of Contact: _____

Telephone No.: _____

Make and Model Sold: _____

Vendor: _____

Address: _____

Point of Contact: _____

Telephone No.: _____

Make and Model Sold: _____

Vendor: _____

Address: _____

Point of Contact: _____

Telephone No.: _____

Make and Model Sold: _____

Vendor: _____

Address: _____

Point of Contact: _____

Telephone No.: _____

Make and Model Sold: _____

Vendor: _____

Address: _____

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Address: _____

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Telephone No.: _____

Make and Model Sold: _____