

PURCHASE REQUISITION

(This is not a Purchase Order)

Reserved Purchase Order#

SUGGESTED VENDOR (OPTIONAL)

SHIP TO:

66 West 12th St

2 West 13th St

55 West 13th St

64 West 11th St

65 West 11th St

150 West 85th St

65 Fifth Avenue

Other:

66 Fifth Avenue

68 Fifth Avenue

72 Fifth Avenue

80 Fifth Avenue

25 East 13th St

135 East 12th St

560 Seventh Avenue

Attn:

Attn:

Fax/Phone:

Dept:

Rm/Fl:

Office extension:

REQUESTED BY	DEAN'S APPROVAL	DATE OF REQ.	DATE EXPECTED	FOAP to charge			
				Fund	Org	Acct.	Prog.
DESCRIPTION (Model No., Item No., Dimensions, Etc.)			QUANTITY	UNIT COST	EXTENDED TOTAL		
					\$0.00		
Shipping Charges							
				BALANCE DUE		\$0.00	

**NOTE: REQUISITIONS ARE PROCESSED IN THE ORDER WHICH THEY ARE RECEIVED
THEY MUST INCLUDE DEAN'S APPROVAL AND BUDGET ACCOUNT NUMBER**

RETAIN A COPY FOR YOUR RECORDS