New School University

PURCHASE REQUISITION

(This is not a Purchase Order)

Reserved Purchase Order#

VENDOR INFORMATION (OPTIONAL)

Attn:

Phone:

Fax:

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
- ☐ Other:
- ☐ 65 Fifth Avenue
- ☐ 66 Fifth Avenue
- ☐ 68 Fifth Avenue
- ☐ 80 Fifth Avenue
- ☐ 26 East 14th St
- ☐ 560 Seventh Avenue

Attn:

Dept: **Rm/Fl:**

Office extension

REQUESTED BY	DEAN'S APPROVAL	DATE OF REQ.	DATE EXPECTED	FOAP TO CHARGE

DESCRIPTION (Model No., Item No., Dimensions, Etc.)	QUANTITY	UNIT COST	EXTENDED TOTAL
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
		GRAND TOTAL	$ -

NOTE: REQUISITIONS ARE PROCESSED IN THE ORDER WHICH THEY ARE RECEIVED
THEY MUST INCLUDE DEAN'S APPROVAL AND FOAP TO CHARGE
RETAIN A COPY FOR YOUR RECORDS