

** write special instructions here **

Requisition Number **454419**

VENDOR CODE	ACCOUNT NAME <i>name of object code</i>	AREA <i>1 2</i>	ORGANIZATION / SUB <i>###</i>	OBJECT / SUB <i>object code</i>	\$ AMOUNT <i>52.00</i>
VENDOR NAME <i>payee name</i>		DEPARTMENT NAME <i>SA Happiness Club</i>		DATE <i>10/16/04</i>	
VENDOR ADDRESS <i>payee address</i>		RESPONSIBLE PERSON <i>advisor's signature</i>		PHONE EXT: <i>advisor</i>	
CONTACT <i>payee's SS# or FEIN#</i>		DATE REQUIRED <i>1 1</i>	DELIVER TO <i>mail or Student Act.</i>	BUILDING <i>advisor</i>	ROOM <i>advisor</i>
<input type="checkbox"/> FOB SHIP POINT <input type="checkbox"/> FOB DELIVERED		MSDS SHEET REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	TERMS	APPROVED - Authorized Signature - Budget Director DATE <i>1 1</i>	
P.O. NUMBER		P.O. DATE	<input type="checkbox"/> FIRM ORDER <input type="checkbox"/> CONFIRMING ORDER	APPROVED - Vice President - When required (see #4 below) <i>1 1</i>	
				APPROVED - Grant Accountant	APPROVED - Purchasing Agent <i>1 1</i>

ITEM NO.	QTY.	UNIT	DESCRIPTION, SIZE, COLOR, CATALOG NO.	COMMODITY CODE	UNIT COST	TOTAL COST & DISCOUNT
1.	3		<i>describe what you're paying for</i>		5.00	15.00
2.	1		<i>describe what you're paying for</i>		37.00	37.00
3.						
4.						
5.						
6.						
7.						

1. Fill in Acct. No., Acct. Name, Date Required. Retain pink copy, forward rest to Purchasing.
2. Fill in vendor, however Purchasing will use discretion in choosing alternate sources.
3. Requisitions must be approved by appropriate Dean, Assoc. Dean or Director before being processed.
4. Requisitions for out of State travel (air, bus or car) must be approved by your respective Vice-President before being processed.

5. Requisitions amounting to but not exceeding \$1999 will be processed at the discretion of the Purchasing Dept. Requisitions from \$2000-\$5999 will have a minimum of 3 verbal quotes solicited by Purchasing. Requisitions from \$6000-\$9999 will have 3 written quotes solicited by Purchasing.
6. Any item or items to a single vendor exceeding \$10,000 must be formally bid. Note the Green Sheet for posted cutoff dates on bid items.