PRINT SAVE AS RESET

PURCHASE REQUISITION
BARNARD COLLEGE

REQUISITION NO.

DEPARTMENT/GRANT (ACCOUNT NAME)

SEND REQUISITIONER'S COPY OF PO TO:

VENDOR/SUGGESTED SOURCE (NAME AND FULL ADDRESS):

ATTACHMENTS

- ☐ QUOTE/PROPOSAL
- ☐ BIDS (3 MINIMUM) OR SOLE SOURCE JUSTIFICATION
- ☐ CONTRACT
- ☐ CERTIFICATE OF INSURANCE
- ☐ W-9

SHIP TO:

☐ CENTRAL RECEIVING
☐ CUSTOMER PICK UP AT VENDOR
☐ OTHER _____

DELIVER TO:

ATTN: _____

DEPT: _____ BLDG: _____

☐ MAIL CHECK WITH P.O.

☐ RETURN P.O. TO REQUISITIONER

LINE NO.	DESCRIPTION	ACCOUNT NO.	QTY	UNIT	UNIT COST	TOTAL AMOUNT
						$ 0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
					TOTAL	$0.00

REQUISITIONED BY

EXTENSION

AUTHORIZED SIGNATURE

DATE

RETURN FOR:

- ☐ SIGNATURE
- ☐ ACCOUNT NO. INCORRECT/MISSING
- ☐ INSUFFICIENT FUNDS
- ☐ OTHER _____

REQUISITION ENTRY

_____ INITIAL

_____ DATE

P.O. NUMBER

DATE

PURCHASING APPROVAL

DATE

NOTES/ADDITIONAL INSTRUCTIONS TO PURCHASING