

# GONZAGA UNIVERSITY

## PURCHASE REQUISITION

(THIS IS NOT A PURCHASE ORDER)

DATE PREPARED
DATE REQUIRED

QTY.	UNIT	DESCRIPTION (Be as specific as possible)	UNIT PRICE	AMOUNT

**REQUIRED INFORMATION**

DEPARTMENT: \_\_\_\_\_

EXTENSION: \_\_\_\_\_ BOX: \_\_\_\_\_

Freight	
Subtotal	
Tax 8.7%	
Total	

THE FOLLOWING BUDGET INFORMATION IS REQUIRED:    FUND:    ORGANIZATION:    ACCOUNT:    DOLLAR AMOUNT:

BANNER VENDOR NUMBER	BUDGET NUMBER	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>											<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>											<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>											\$	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>											\$	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>										

	<p><b>PLEASE SELECT ONE OF THE FOUR OPTIONS BELOW</b></p> <p>PURCHASING PLACE ORDER <input type="checkbox"/></p> <p>DEPARTMENT PLACE ORDER EXT. _____ <input type="checkbox"/></p> <p>EMAIL _____</p> <p><b>SUPPORTING DOCUMENTS REQUIRED FOR THE FOLLOWING OPTIONS:</b></p> <p>PLACE CHECK IN CAMPUS MAIL MAIL BOX # _____ <input type="checkbox"/></p> <p>PREPAY <input type="checkbox"/></p>	<p>REQUESTOR PLEASE PRINT</p> <hr/> <p>SIGNATURE OF BUDGET OFFICER</p> <hr/> <p>AREA VICE PRESIDENT</p> <hr/> <p>PURCHASE ORDER NUMBER</p>	
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