

Req # _____

UNIVERSITY HOUSING STUDENT REQUISITION FORM

PO#: _____

Your Name: _____

Today's Date: _____

Your E-mail Address: _____

What date do you
want the items? _____

Your Hall: _____

Day Ph#: _____ Evening Ph#: _____

Your RD's Name: _____

Cost Center #: _____

Name of the Event: _____

Department Category: _____

Date of the Event: _____

Vendor's Name & Address:

Phone #:

Fax #:

Contact Person:

Supervisor Signature:

PURCHASING USE ONLY

Date to Buyer:

Date Submitted in UPS:

Date PO Issued:

Item No.	Part # and Description (Example: weight, dimension, color, size)	Qty.	Unit (case, ea, gal)	Price per unit	Price x Qty.

Special Instructions/Comments:

Total \$ _____

(DO NOT include tax!)