GUILFORD COLLEGE

Requisition

To: For:

☐ Purchasing Dept. ☐ Purchase Order

☐ Accounts Payable ☐ Pre Payment

☐ Other / Reimbursements ☐ Check Advance

A

PO #: Date: Date Needed:(1)

Requested By:(2) Ext.:(3) Dept.:(4)

Fund:(5) Organization:(6) Acct.:(7) Program:(8)

B

Department Head Approval:(1) Date:(2)

Administrative Approval:(3) Date:(4)

C

(1)Ship To Central Receiving: Bldg:(2) Room:(3)

Special Shipping Instructions:(4)

D

Suggested Vendor:(1) Vendor #::(2)

Sales Rep:(3) 10-99 Info:(4)

Address:(5) Phone:(6)

Fax:(7)

E

Product #	Description	U/M	Quantity	Price Each	Ext. Cost
(1)	(2)	(3)	(4)	(5)	(6)

F

Tax(1)		
Labor(2)		
Mileage/Trip Charge(3)		
Shipping/Handling Charge(4)		
Haz Mat Charge(5)		
Special Packaging Charge(6)		
Requisition Total(7)		

Hard copies of price quotes are required to be attached.

Verbal price quotes are not binding.

Also attach any Proposals, Agreements, Subscription Renewals, Seminar/Training Reservations, or Contracts paperwork.