Purchase Requisition

(This is not an Order)

*** Please Type or Print Legibly ***

[1] Suggested Vendor(s): (Vendor number, name, address, phone number, contact)	[2] Ship To: Berea College Dept: Bldg/Room: CPO Box: **CPO** ATTN: Phone:

[3] Requested By:	[4] Phone Number:	[5] Date: (mm-dd-yy)	[6] Deliver By: (mm-dd-yy)

- ☐ Items have been ordered within the last 12 months.
- ☐ Material Safety Data Sheet(s) (MSDS) required.
- ☐ This is a one-time or infrequent (less than five times/year) vendor.

[7] Quantity & U/M: Qty	U/M	[8] Description:	[9] Unit Price	[10] Extension
		Shipping & Handling:		

Instructions for Requisitioner: **REQUISITION TOTAL:** _____

[ ] Involves networking, hardware or software or interfaces with existing programs – must notify IS&S

[ ] Involves building/grounds modification, remodel, or demolition – must notify FM

[ ] Involves installation or assembly of new equipment – must notify FM & EHS

[ ] Involves the purchase and/or disposal of chemicals – must notify EHS

[ ] Involves access to building/grounds or impacts security – must notify Public Safety

[11] Accounting Distribution Fund	Orgn	Account	[12] Amount/Percent: $$$	%	[13] Authorized Signature:	[14] Date: (mm-dd-yy)