

Budget & Control Board - Purchasing Requisition

P.O. NUMBER _____
DATE OF P.O. _____

Ship or Deliver To: _____
 Code _____

Invoice To: _____
 Code _____

Vendor (MMO Use Only) _____
 Code _____

Term Non-T SPL
 Buyer No. _____
 Delivery Date _____
 F.O.B. Dest.
 Other _____
 _____ Mail Vendor Copy
 _____ Return Vendor Copy to Requestor
 _____ Pick-up Vendor Copy
 _____ Fax Vendor Copy
 _____ DPO _____ PO _____
 Discount Terms _____

NO	TC	BUC	EOBJ	EDTL	SDTL	INDX	PROJ	PH	GRANT	PH	TRANS AMOUNT	MULTIPURPOSE	TASK	LOC
(2)	(3)	(4)	(4)	(2)	(2)	(4)	(6)	(2)	(6)	(2)	(10)	(4)	(6)	(6)

Confirmation Order Dated _____
 Pre Pay Freight & Add To Invoice

ITEM	QTY.	U/M	COMMODITY CODE	DESCRIPTION (USE SEPARATE FORM FOR EACH CLASS)	EST. UNIT COST	UNIT PRICE	TOTAL PRICE

Phone No. of Requestor _____
 Requested Delivery Date: _____
 Title _____ Date _____
 Requestor _____
 Title _____ Date _____
 Authorized _____
 Title _____ Date _____
 Approved _____

Special Delivery Instructions Installed

Price is Fair and Reasonable _____
 Bldg. Name/Bldg. No. _____
 Work Order No. _____
 Emor _____ Sole Source _____ Trade-in _____ Inv _____

Fax No. _____ Attn: _____