Req. No. **BCB**

P.O. NUMBER _____

DATE OF P.O. _____

# Budget & Control Board - Purchasing Requisition

Date _____

| Vendor (MMO Use Only) | Code | Invoice To: | Code | Ship or Deliver To: | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | |
| (2) | (3) | (4) | (4) | (2) | (2) | (4) | (6) | (2) | (6) | (2) | | (10) | (4) | (6) |

| S | R | D |
|---|---|---|
| | | |

Contract No. _____ ☐ 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 |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
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| | | | | | | | |

Phone No. of Requestor _____

Requested Delivery Date: _____

Title _____

Requestor Date

Title _____

Authorized Date

Title _____

Approved Date

(Must Be Signed)

**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: _____

B & C BD - I.O./002-6/96 Rev.

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