



# Purchasing Request

Employee Name: \_\_\_\_\_ Building: \_\_\_\_\_ Date: \_\_\_\_\_

- Item (s) Request: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Preferred Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Preferred Vendor Price: \_\_\_\_\_ Coop Price: \_\_\_\_\_ Not Applicable: \_\_\_\_\_

Justification: Price: \_\_\_\_\_ Other: \_\_\_\_\_

---

Signature: \_\_\_\_\_

Requisition Entered: Yes: \_\_\_\_ No: \_\_\_\_

Approval: Yes: \_\_\_\_ No: \_\_\_\_

Officials Signature \_\_\_\_\_ Date: \_\_\_\_\_