 SHEET       OF

KENYON COLLEGE

PURCHASE REQUISITION

SIGNATURE BY ORIGINATOR OF REQUISITION CERTIFIES THIS PURCHASE WILL NOT EXCEED BUDGETED FUNDS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REQUISITIONER | DEPT. AND DESTINATION | ACCOUNT NUMBER | DATE | DATE REQUIRED |
|       |       |       |       |       |

REQUISITIONED BY: SIGNATURES

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STAFF APPROVALS: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND ADDRESS OF SUGGESTED VENDOR:

SHIP TO:

ATTN:

ADDRESS:

PHONE:

FAX:

RETAIN COPY, ROUTE ORIGINAL FOR APPROVALS, THEN SEND TO PURCHASING

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| QUANTITY | UNIT | CATALOG #  | DESCRIPTIONS, SIZES, MODEL NUMBERS | UNIT PRICE | TOTAL PRICE |

**Comments:**