

wittenberg UNIVERSITY

Requisition For Purchase

FOR INTERNAL USE ONLY

THIS IS NOT A PURCHASE ORDER

<p>VENDOR INFORMATION</p> <p>Name:</p> <p>Address:</p> <p>Vendor ID (if known):</p>	<p>SHIPPING INFORMATION</p> <p>Ship Attention To:</p> <p>Date Requested: <i>(cannot be ASAP)</i></p>
<p>Departmental Remarks:</p>	<p>Purchasing Remarks:</p>

Item	Quantity	Item Description	Account Number	Unit Price	Total
1					
2					
3					
4					
5					
6					
7					
GRAND TOTAL					

*All requisitions must include a copy of the quote/invoice. A request for purchase order must be done PRIOR to purchase.
A request order is NOT a request for payment.*

Department Name

Department Head Signature

Date

Email form to purchasing-office@wittenberg.edu. Keep a copy for departmental files.