**REQUISITION FOR NON-STOCK MATERIALS, SERVICES AND/OR RELEASES**

**INDICATE BELOW:**
- Department phoned in
- Routine
- Expedite
- Emergency
- Control Assets
- Blanket order

**Date required:**

**PURCHASING DEPARTMENT USE ONLY:**

**Date Req. Rec.:**

**Quote:**

**P.O. Issue date:**

**P.O. #:**

**Buyer #:**

**Vendor #:**

SEE REVERSE FOR INSTRUCTIONS FOR COMPLETING REQUISITION

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Qty.</th>
<th>Unit of Measure</th>
<th>Item Descriptions</th>
<th>Manufacturer Vendor CAT #</th>
<th>Unit Price</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**(8) VENDOR INFORMATION**

Vendor ______________________ Representative ______________________

Street ______________________ City __________ State _______ ZIP __________

Phone ______________________ Fax ______________________

(9) State justification for requirement of the requested item _______________________________________________________

(10) Requested by (a) ______________________ Departmental approval (b) ______________________

Vice President approval (c) ______________________ Budget Office Approval (d) ______________________

(11) Blanket Purchase Order # ______________________

(12) Received by ______________________ Date received ______________________

**PURCHASING ONLY**

- Vendor
- Vendor
- Vendor
- Vendor
- Vendor
- Vendor

**Remarks**

- Lowest price
- Product available
- Best delivery
- Service
- Only source
- Best design

REV 05-08  02/1504-7