# Purchase Requisition

**Supplier Address**

City

State

Zip Code

Phone #

Fax #

---

**Payment Terms:** ____________________

---

**Type Catalog # & Complete Description (including notes & buyer notes)**

**Quantity**

**Unit**

**Unit Price**

**Total**

---

**Ship to Address**

**Organization Name (Department)**

**Freight**  

**FOB**  

**Destination**  

**FCA**  

**Origin**

**Attention**

**Need by Date:**

**Confirming (Yes/No)**

---

**Project**

**Task**

**Award**

**Expenditure Type**

**Organization Name (Department)**

**Requisitioner**

**Telephone #**

**Authorized Signature**

**Date**

---

**Item Category**

**Catalog # & Complete Description (including notes & buyer notes)**

**Quantity**

**Unit**

**Unit Price**

**Total**

---

**Quotation:**

**Written**

**Verbal**

**By**

**Date**

**Total:** $
# Purchase Requisition

<table>
<thead>
<tr>
<th>Type</th>
<th>Item Category</th>
<th>Catalog # &amp; Complete Description (including notes &amp; buyer notes)</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
</table>

Quotation: Written  Verbal  By  Date  

Total: $