

Instructions for Completing a Requisition

1. The actual date the requisition is prepared.
2. Provide the complete Fund AND Organization OR Index number of your budget unit in the appropriate space.
3. Provide the name and telephone number of the person initiating the requisition in this space.
4. Provide the name of the authorized signor for the Fund/Org/Index information provided and secure their signature. The signature must be that of the authorized signor.
5. Provide the internal campus shipping address.
6. Provide the suggested vendor name, address, FEIN/Social Security Number, phone number and fax number. Please attach a completed W9 for any vendor that is not on the excel spreadsheet.
7. Description: Provide sufficient detail of the goods to be purchased or the contractual services to be provided.
 - a. Item Number
 - b. Complete description of service, including dates of work, payment rate, payment schedule
 - c. Account Code
 - d. Quantity and Unit, i.e., 1 ea, 1 ctn., 1 box, 1 lot
 - e. Unit price (should be net as ordered, i.e., 100 ea. must show the unit price for one; 1 lot of 100 must show the total as the unit price)
 - f. Discount Amount
 - g. Calculate the total line item amount and inset it in this column.

NOTE: Freight charges, if known in advance, may be listed as a separate line item.

8. Shaded area to be completed by the Purchasing Department.

**CONTACT THE PURCHASING DEPARTMENT AT 590-1130 IF YOU NEED ASSISTANCE
IN COMPLETING THIS FORM.**