

PURCHASE REQUISITION

DATE	REQUISITIONED BY	DEPARTMENT	APPROVED BY	
DELIVER TO (PERSON AND DEPT)		CHARGE TO		
WANTED FOR		DATE ORDERED	PURCHASE ORDER NO.	
ORDER FROM		SHIP TO		
<hr/> <hr/> <hr/>		<hr/> <hr/> <hr/>		
PHONE	FAX	DELIVERY DATE	CHARGE TAX	TAX EXEMPT
QUANTITY	DESCRIPTION		PRICE	AMOUNT
		Estimated Taxes and Shipping 18%		
Total				
FILLED BY		RECEIVED BY		DATE RECEIVED