

## Supply, Equipment, and Professional Development **Requisition Form**

OFFICE USE: REQ. #

Requestor:			Date:	
Vendor:			Only one vendor per requisition.	
Descriptio	on of Equipment, Supply, or Activity	Pricing	What Budget?	
	TOTAL COST:		Purchases <u>must</u> be tax-exempt.	
			OFFICE USE: Tax Paid?	
	<ul> <li>(1) Make a personal copy of your receipt. Store it safely.</li> <li>(2) Tape the original receipt here or staple full-sheet receipts.         Fold, if necessary, so the date, total, and vendor all show.     </li> <li>(3) Darkly circle the date and the total.</li> </ul>			
	Lost your receipt? (3)  You must complete a Missing Recei	ipt Report (in Bus. Offi	ice) and attach it to this requisition.	
Door	•			
Boar	rd questions or comments:			