



# Purchase Requisition Worksheet

Requisition Number \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

Purpose: This form may be used to gather information prior to creating a purchase requisition in the Banner system. This form is optional and provided as a resource only. It is NOT a Purchase Order and cannot be provided to a vendor or used in any manner that may be construed to initiate an order or obligate University funds.

**SECTION 1: REQUESTOR INFORMATION**

Name \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ MSC \_\_\_\_\_

**SECTION 2: Order Information**

Vendor Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Furniture/Equipment >\$1000?  Main Campus Only - ship to Central Receiving (SH0152)      Clauses: \_\_\_\_\_

Date Needed By \_\_\_\_\_

Item #	Commodity Code	Description (##vendor product number##, nomenclature, description, mfg)	Qty	Unit Price	Ext. Price	Index	Account Code
1							
2							
3							
4							
5							
6							
7							
8							

Page 1 Total

Page 2 Total

Requisition Total

Print      Reset



# Purchase Requisition Worksheet

## Continuation

Requisition Number \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

Item #	Commodity Code	Description (##vendor product number##, nomenclature, description, mfg)	Qty	Unit Price	Ext. Price	Index	Account Code