



Purchase Order Requisition

PO Date	Fund	Loc	Obj	Function	Prof	PO #

Catalog Number	Quantity	Unit Item Description	Purpose For Purchasing Items	Unit Price	Total

Authorized Signature _____

Date _____

Subtotal	
Shipping/Handling	
Discount	
Total	

**Please complete this form listing items you wish to purchase. This requisition must be approved before items are ordered