# WFREC

revised 2/28/02

## PURCHASING REQUISITION

**FACULTY/SUPERV SIGN**_____
**DATE:**_____FACULTY#_____
ACCOUNT#_____PROJECT#_____
FUNDS - State:_____Grant:_____
VISA:_____SHARE:_____
FED ID# _____ ☐ Converted SHARE

VENDOR NAME & ADDRESS:

_____

_____

_____

_____

TELEPHONE #_____
ACCOUNT/CUSTOMER #_____

**FISCAL OFFICE USE ONLY**

P.O. #____-_____

Object Code_____

Commodity_____

*Remarks:*_____

_____Checked St Contract Prices
_____Called for price and freight

| QTY | UNIT | CATALOG# | DESCRIPTION | UNIT PRICE | TOTAL |
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**ESTIMATED SHIPPING** _____

**GRAND TOTAL** _____

JUSTIFICATION-_____

*ORIGINAL TO FISCAL OFFICE*