

TODAY'S DATE

March 15, 2010



PURCHASE REQUISITION

1286123

Purchasing & Contracts
Management Services Center Room 302
Phone: (518) 437-4579/Fax: (518) 437-4571

Items in **RED** are required

ENCUMBRANCE

ACCOUNT	SUB ACCOUNT	FISCAL YEAR	CHAR OBJECT	DATE REQUIRED	AMOUNT	IDENTIFY IF APPLICABLE
123456	99	2009/2010		03/17/10	\$115.00	<input type="checkbox"/> Laser <input type="checkbox"/> Radioactive Materials <input type="checkbox"/> Radiation Producing Agent

ITEM INFORMATION

DESCRIPTION	QUANTITY	UNIT PRICE	UNIT	UNIT TOTAL
Pens, Blue, Model 12345	1.000	\$5.00	Dozen	\$5.00
Pens, Black, Model 12346	1.000	\$5.00	Dozen	\$5.00
Pens, Red, Model 12347	1.000	\$5.00	Dozen	\$5.00
CD-RW, Item # 987654	1.000	\$100.00	Pack	\$100.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

FEDERAL ID NO	FEDERAL ID NO	FEDERAL ID NO
987654321		
NAME AND ADDRESS	NAME AND ADDRESS	NAME AND ADDRESS
Theodore Cleaver Rutherford & Haskell, Inc. 1313 Mockingbird Lane Walla Walla, WA 98765		
PHONE	PHONE	PHONE
800-123-4567		
FAX	FAX	FAX
800-123-4577		

DELIVER ITEMS TO: (NAME/BLDG/RM/DEPT/EMail)	DEPT PHONE	AUTHORIZED ACCOUNT SIGNATURE (REQUIRED)
John Doe MSC 580 Ancient History jdoo@uamail.albany.edu	7-1234	

TO BE COMPLETED BY THE OFFICE OF PURCHASING & CONTRACTS

PURCHASE ORDER NO.	COMMODITY GROUP NO.	STATE CONTRACT	BUYER	CHECK ALL THAT APPLY
		P		<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Recycled/Remanufactured

CONTACT NAME, DEPARTMENT AND PHONE NUMBER TO CALL CONCERNING QUESTIONS ABOUT THIS ORDER

NAME John Doe **PHONE #** 7-1234 **DEPT** Ancient History