

# REQUISITION



Purchase Order:  **Check:**  **Credit Card:**   
 (only if required by Vendor)

Date: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Department Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone extension: \_\_\_\_\_

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1		\$	\$
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Please attach appropriate backup. Note: if already available, a more detailed list of good(s) or service(s) being purchased may be referred to and attached instead of itemizing above.	<b>Total</b>	\$
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	ACCOUNT NUMBER(s) *	AMOUNT
Originating Employee	_____ (if needed)	\$
Immediate Supervisor/Project Leader, or above (2 <sup>nd</sup> signature always required)	_____ (if needed)	\$
Program/Division Manager/Director (3 <sup>rd</sup> signature required if over \$5,000)	_____ (if needed)	\$
Executive Director (4 <sup>th</sup> signature required if over \$20,000)	_____ (if needed)	\$
NPTEC Resolution #: NP ____ - _____ (required if over \$50,000 – attach copy unless itemized line item in budget)	_____ (if needed)	\$
	<b>Total</b>	\$

**Important Note only if a Purchase Order is being requested:** If more than one Fund number is specified, all costs will be divided equally when invoice(s) are received. If specific dollar amounts need to be charged to additional Fund numbers or to different Object Codes, separate Requisitions should be submitted.

Updated 10/1/2021