

# MATERIAL REQUISITION

REQ. DATE	REQUISITIONED BY	DELIVERY DEADLINE	CHARGE TO ACCT.	DELIVER TO

ITEM	QTY.	UNIT	DESCRIPTION	ESTIMATED COST	PURCHASING USE ONLY	
					UNIT PRICE	EXTENDED
CERTIFICATION		SHIP VIA	APPROVED BY	DATE	TOTAL	TOTAL
<input type="checkbox"/> YES <input type="checkbox"/> NO						

<b>SUGGESTED VENDORS</b>	
1.	
2.	
3.	

<b>PURCHASING USE ONLY</b>	

AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_

VENDOR			VENDORS PROMISED SHIP DATE	
ADDRESS			<input type="checkbox"/> RESALE	<input type="checkbox"/> TAXABLE
			TERMS	P.O. NUMBER
CONTACT	TELEPHONE		BUYER	P.A. APPROVAL