

PURCHASE REQUISITION
 Kansas State University

Div. of Purchases Reference No.

(1)

SAMPLE

Document Date: (2)	Effective Date: (3)	Agency No. 367(4)	Div. No. (5)	Current Document No. (6)
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Sfx	T/C	Ref Doc	Sfx	M	Fund	BFY	Index	PCA	Obj	Amount	Project	Award	Source	Org	Object
(7) 01	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)
02															
03															
04															
Total:										(23)					

Mail Invoice to: (24)

Ship To: (25)

AGENCY CERTIFICATION:
 I certify that unencumbered funds are available to cover this purchase requisition and that the items listed are required for the function of this agency.

(26)
 Agency Authorized Signature

Date: (27)

Group No.: (28)

Date Wanted: (29)

Requisition No.: (30)

Delivery: (31)

F.O.B.: (32)

Requested Quantity	Unit	Description of Material or Service	Estimate	
			Unit Price	Amount
(33)	(34)	(35)	(36)	(37)
Docmt. Total:				(38)

SUGGESTED VENDORS (BRACKET RECOMMENDED VENDOR)

1. (39)

2.

3.

FOR DIVISION OF PURCHASES USE ONLY (40)

Date Received by Purch. Div	Date Received by Buyer	Date Released by Buyer	Date Order Written	Advertised	Posted	Informal	Other
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PURCHASE ORDER NUMBERS

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Approved _____ Authorized Signature _____

NOTE: FOR UNUSUAL ITEMS INDICATE SOURCE OF SUPPLY ON SEPARATE SHEET