

REQUISITION

From: _____

Date: _____



This is a request for:

- Quote
- Cash Advance
- Check (circle one: mail / pick up)
- Petty Cash (≤ 20.00)

Priority:

- Routine
- Urgent. Please Explain. _____

Quantity	Item Description	Item Cost	Total
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Total \$

Vendor or Payee:

Requested By: _____

Approved By: _____

Account To Be Charged: _____

Business Office Use Only

Approved

Disapproved. Reason. _____

P.O. Number _____

Account To Be Charged: _____

Business Manager: _____