



## Western Connecticut State University Purchasing Requisition

**Internal use ONLY – NOT a Purchase Order.**

Products or services ordered and shipped without valid purchase orders are not considered contractual obligations of WCSU and if delivered shall be refused and returned to the vendor at no cost to WCSU.

**Requisition Number**

<b>Approved by (Budget Authority)</b>	<b>Date</b>	<b>Requisition total dollar value</b>	<b>Date of Request</b>
<b>Department Charged</b>	<b>Requested by</b>	<b>Telephone #</b>	<b>Date Required</b>
<b>Deliver to – (Dept Name/Building/Room Number/End User)</b>			

Document Text \_\_\_\_\_ Contract Award Number \_\_\_\_\_  
 Does Price Include Delivery? Yes [ ] No [ ]

Item No.	Quantity	Unit	Description	Banner Index	Unit Price	Extension
<b>TOTAL</b>						<b>\$ _____</b>

Vendor Name: _____	Competitive Pricing Information (if applicable) -	
Address: _____	Vendor Name: _____	Vendor Name: _____
FEIN Number: _____	Address: _____	Address: _____
Contact: _____	Contact: _____	Contact: _____
Phone #: _____	Price: \$ _____	Price: \$ _____
Fax #: _____		

Account Distribution:	Banner Index	Account Subcode	Percent	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FOR PURCHASING DEPT USE ONLY:

Assigned to \_\_\_\_\_ FOB Code \_\_\_\_\_ Terms \_\_\_\_\_ Delivery Date \_\_\_\_\_ PO # \_\_\_\_\_