



PURCHASE REQUISITION

Last revised: 7/9/24

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| <p>Internal use ONLY – THIS IS 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.</p> | <p>Requisition Number (Mandatory)</p> |
|--|--|

| | | | |
|---------------------------------------|-------------|---------------------------------------|------------------------|
| Approved by (Budget Authority) | Date | Requisition total dollar value | Date of Request |
|---------------------------------------|-------------|---------------------------------------|------------------------|

| | | | |
|---------------------------|---------------------|--------------------|----------------------|
| Department Charged | Requested by | Telephone # | Date Required |
|---------------------------|---------------------|--------------------|----------------------|

| | |
|---|--|
| Deliver to – (Dept Name/Building/Room Number/End User) | Signature (for Admin Services use only) |
|---|--|

Contract Award Number: _____ **Does Price Include Delivery?** Yes [] No []

| Item No. | Quantity | Unit | Description/Document Text | Unit Price | Extension |
|--------------|----------|------|---------------------------|------------|-----------------|
| | | | | | |
| TOTAL | | | | | \$ _____ |

| | | | | | | | | | | | |
|---|---|--------------------|--------------------|----------------|----------------|-------|-------|----------------|----------------|-----------------|-----------------|
| Vendor Name: _____ Address: _____ _____ Banner ID #: _____ Contact: _____ Phone #: _____ Vendor Email: _____ | Competitive Pricing Information (if applicable) - <table style="width:100%;"> <tr> <td style="width:33%;">Vendor Name: _____</td> <td style="width:33%;">Vendor Name: _____</td> </tr> <tr> <td>Address: _____</td> <td>Address: _____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Contact: _____</td> <td>Contact: _____</td> </tr> <tr> <td>Price: \$ _____</td> <td>Price: \$ _____</td> </tr> </table> | Vendor Name: _____ | Vendor Name: _____ | Address: _____ | Address: _____ | _____ | _____ | Contact: _____ | Contact: _____ | Price: \$ _____ | Price: \$ _____ |
| Vendor Name: _____ | Vendor Name: _____ | | | | | | | | | | |
| Address: _____ | Address: _____ | | | | | | | | | | |
| _____ | _____ | | | | | | | | | | |
| Contact: _____ | Contact: _____ | | | | | | | | | | |
| Price: \$ _____ | Price: \$ _____ | | | | | | | | | | |

| Account Distribution: | Org. | Account Subcode | Fund | Percent | Amount |
|-----------------------|-------|-----------------|-------|---------|--------|
| | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |

For orders over \$50,000 please provide appropriate VP approval
 Appropriate VP/President/System Office approval:
 (Must be a wet signature or a digitally verified signature)