

Department Requisition

Texas A&M University

Department Name: _____ To be completed by the Purchasing Office
 Contact Person: _____ Phone: _____ Requisition Number: _____
 Account Number: S/L _____ Buyer: _____
 User Ref. Number: _____ Doc. Type: _____ PCC: _____
 Account Code: _____ P.O. Number: _____

My department needs the following service, equipment, and/or supplies.
 It is understood that these items, including labor, will be charged against my budget.

Line Item	Description/Specifications	Quantity	Unit Measure	Unit Price	Extended Price
	Total Balance Due				
	Order Date: _____				
	Vendor # _____				

Suggested Vendor Reference

Company Name: _____
 Street: _____
 City: _____
 Contact Person: _____
 Phone: _____ Fax: _____

_____ Date

_____ Approved--Account Manager

Make requisitions in triplicate. Keep last copy for department file, and forward top two copies to Purchasing Office.