The University of Texas At El Paso

## PURCHASE REQUISITION

 **No.**

**Page**  1 **of** 1 **Pages**

**Department**

**Date:**  **Account No**

**To:**  **Account Name**

You are hereby requested to procure / provide the following

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM NO.** | **DESCRIPTION** | **QTY** | **UNIT** | **UNIT PRICE** | **AMT.** |
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| This Material is needed for  | Suggested Source:  |
|  |   |
| The Items above should be delivered to:  |   |
|  | Not Later Than: As soon as possible |
| If emergency purchase, state why  |  |

**Originated By**  **Phone . Dept. Chairman Approval**

**Approved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Procured on P.O. # 724**-

**Contracts and Grants\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Buyer**