The University of Texas at El Paso

PURCHASE REQUISITION

No. __________________

Page ___ of ___ Pages

Date: ____________________    Department: ____________________

To: ____________________    Cost Center/Project ID #: __________

Budget Account #: __________

You are hereby requested to procure/provide the following:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>QUANT</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMT.</th>
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</table>

TOTAL

This material is needed for: ____________________

Suggested Source: ____________________

The above items should be delivered to: ____________________

Not later than: ____________________

If emergency purchase, state why: ____________________

______________________________

Originated By: ____________________ Phone: _______ Dept. Chairman Approval: ____________________

Approved:

Dean: ____________________ Procured on P.O. No. ____________________

V.P.: ____________________

Contracts and Grants: ____________________ Signed: ____________________

Buyer
