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:

ITEM NO.	DESCRIPTION	QUANT	UNIT	UNIT PRICE	AMT.
				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. Chair Approval:** _____

Approved:

Dean: _____ **Procured on P.O. No.** _____

V.P.: _____

Contracts and Grants: _____ **Signed:** _____

Buyer