

PO #

CCA PURCHASE REQUISITION

Requisition Date	Date Items Needed	Will Call
Department	Project Code	Object Code

**Please list items from different sources on separate requisitions. Thanks.
Complete information will speed requisition processing. Please attach any information which might aid the Purchasing Department.**

Vendor			
Street Address			
City, State, Zip			
Phone			
Contact			

QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL
Ship to location:			SUBTOTAL	
Requested by: _____ Dept: _____			SALES TAX	
Requested by Signature: _____ Date: _____			SHIPPING	
Dept Head Signature: _____ Date: _____			TOTAL	

PURCHASE ORDER NO. PURCHASING OFFICE USE ONLY
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