LARAMIE COUNTY COMMUNITY COLLEGE Purchase Requisition Requester Phone					Requisition No.			
					Purchase Orde	er No.		
Email .								
Departm	ent UNIT OF					TOTAL		
QTY.	ISSUE	ITEM DESCRIPTION			UNIT PRICE	PRICE	BUDGET NUMBER	
		,		1				
		,						
				1				
		,		,				
		,	Shipping charges	, if applicable				
Were prices quoted FOB college campus? ☐ Yes ☐ N					Total			
Delivery Date Delivery Terms					iotai			
Other Notations								
				1				
	500	GESTED VENDO)RS	INSTRUCTIONS 1. Submit separate requisitions, if items are to be				
Δ.				ordered from more than one vendor. 2. The Purchasing Office must initiate and manage				
				3. Attach price quotes you received from the vendors.				
Phone No.				4. Submit this completed form and all attachments/				
Email				specifi Assista	specifications to your department Administrative Assistant as requested and Purchasing Office.			
В.				Signatures				
						9		
				Individual ma	Individual making request			
							Date	
Phone	e No.							
Email				Supervisor			 Date	
C.				Supervisor			Date	
				Appropriate	Dean/VP/Direct	·or	 Date	
				Appropriate	Dean, vr, Direct	.01	Date	
Phone	e No.							
Email				Purchasing Coordinator			Date	