



LARAMIE COUNTY COMMUNITY COLLEGE
Purchase Requisition

Requisition No.

Requester

Phone

Email

Department

Purchase Order No.

QTY.	UNIT OF ISSUE	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE	BUDGET NUMBER
Shipping charges, if applicable					
Were prices quoted FOB college campus? <input type="checkbox"/> Yes <input type="checkbox"/> No			Total		
Delivery Date		Delivery Terms			

Other Notations

SUGGESTED VENDORS	INSTRUCTIONS
<p>A.</p> <p>.....</p> <p>Phone No.</p> <p>Email</p>	<ol style="list-style-type: none"> 1. Submit separate requisitions, if items are to be ordered from more than one vendor. 2. The Purchasing Office must initiate and manage bid or quote requests for purchases over \$5,000. Contact Purchasing for assistance. 3. Attach price quotes you received from the vendors. 4. Submit this completed form and all attachments/specifications to your department Administrative Assistant as requested and Purchasing Office.
<p>B.</p> <p>.....</p> <p>Phone No.</p> <p>Email</p>	<p style="text-align: center;">Signatures</p> <p>.....</p> <p>Individual making request Date</p> <p>.....</p> <p>Supervisor Date</p> <p>.....</p> <p>Appropriate Dean/VP/Director Date</p> <p>.....</p> <p>Purchasing Coordinator Date</p>
<p>C.</p> <p>.....</p> <p>Phone No.</p> <p>Email</p>	<p>.....</p> <p>Purchasing Coordinator Date</p>