LARAMIE COUNTY COMMUNITY COLLEGE
Purchase Requisition

Requester	Requisition No.
Phone	Purchase Order No.
Email	
Department	

QTY.	UNIT OF ISSUE	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE	BUDGET NUMBER
				$ 0.00	
				$ 0.00	
				$ 0.00	
				$ 0.00	
				$ 0.00	
				$ 0.00	
				$ 0.00	
				$ 0.00	
				$ 0.00	
				$ 0.00	
				$ 0.00	
				$ 0.00	
		Shipping charges, if applicable			
Were prices quoted FOB college campus? ☐ Yes ☐ No			**Total**	$ 0.00	
Delivery Date		Delivery Terms			

Other Notations

SUGGESTED VENDORS

A.

Phone No.

Email

B.

Phone No.

Email

C.

Phone No.

Email

INSTRUCTIONS

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.

Signatures

Individual making request — Date

Supervisor — Date

Appropriate Dean/VP/Director — Date

Purchasing Coordinator — Date