PURCHASE REQUISITION

UNC CHARLOTTE
The University of North Carolina at Charlotte
Charlotte, N.C. 28223

DATE: _____

DO NOT WRITE IN SHADED AREAS
PURCHASE ORDER NUMBER

AGENCY	VENDOR NO.	TERMS	DATE	CERT.BID, OR QUOTE NO.	F.O.B.	REQUISITION NO.

FUND & ACCOUNT # _____

DEPARTMENT: _____

BLDG./ROOM _____

MARK FOR _____

TELEPHONE _____

ITEM NO.	QUAN-TITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE

1. Please attach descriptive literature and/or specification sheets if available.

ORDER SUBTOTAL
SALES TAX
ORDER TOTAL

Recommended Vendors

1	2	3
_____	_____	_____
_____	_____	_____

Organizational Rep: _____

Divisional Rep: _____

Organizational Advisor: _____

SAFC Business Manager: _____