

**PURCHASE REQUISITION FORM
BETHUNE - COOKMAN UNIVERSITY**



Business Office Use Only

Vendor #: _____

P.O. # _____

Stage Date: _____

Batch #: _____

- Open Purchase Order
- Check
- Transportation
- Payroll-Related
- Student Account _____ ID Number
- Petty Cash - not to exceed \$100

Check Payable To:

Date Issued: _____

Date Required: _____

Department: _____

Please Advise: _____

Phone: _____

Description	Qty	Unit Cost	Total

Purpose of Request - For Travel include dates of departure and return. Sponsored Programs include grant activity

Account Details	Amount
<input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/>	\$ _____
Account/Program Name: _____	
<input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/>	\$ _____
Account/Program Name: _____	
<input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/>	\$ _____
Account/Program Name: _____	
Grand Total	\$ _____

Approvals - Not all signatures may be required

Requestor Signature:	X	Date
Dept. Vice President or Dean:	X	Date
Office of Sponsored Programs:	X	Date
Office of Fiscal Affairs:	X	Date
President:	X	Date

Incomplete Requisitions or those with insufficient budgeted funds will be returned to the requestor.