PC #_____

UNIVERSITY OF SOUTH CAROLINA

PURCHASE REQUISITION

THIS IS NOT A PURCHASE ORDER

1. This purchase requisition is used to request all goods and services to be provided by outside vendors and the University Central Supply.
2. This Form is not to be used for requisitioning services or supplies from other University Departments.
3. Instructions for preparing this form are on the reverse side.

Insert All Dates

_____
For Purchasing Office Use

SUGGESTED SUPPLIER

_____

_____

_____

_____

_____

APPROVAL		Date	
Initiated By	_____	_____	#
Dept. Head	_____	_____	#
Dean or V.P.	_____ Equipment Purchases over $200.00	_____	#
Research Accounting **(*see reverse)**	_____ Equipment Purchases over $200.00 on Grant Accounts	_____	#

Dept. No.	Fund	Class	Analytical		DEPT. NAME	
					DELIVER TO BLDG.	
					ROOM NO.	PHONE #

Item No.	Quantity and Unit	Description of Articles	Catalog Number	Unit Price	Total Price
		TAX Calc. Tax: Yes ○ No ◉			
		TOTAL			

THIS SPACE FOR PURCHASING OFFICE USE ONLY

Terms _____ _____ Confirmation—P.O. No_____ Material (has, has not) been received

Est. Delivery _____ _____ Attach enclosed form to original purchase order

F.O.B. _____ _____ Invoice attached—forward to Accounts Payable Dept. for payment

Approval _____ _____ Indicate shipment is to be made direct to the address indicated above

Date Approved _____ _____ Price is fair and reasonable _____