

Comments appear in these colored boxes. Mouse over a speech bubble to learn more about a particular field.

EXAMPLE FORM



Rhode Island College

COLLEGE REQUISITION

40717

PRESIDENT


Dept. Dept. No.

Date

Operating Capital Personal Services

Budget Title Code No.

It is requested that the following be supplied and charged to this Account. The remaining balance in this account will be sufficient for operations for the remainder of the fiscal year.

Approved: Dept. Head 

Division Head

Deliver to:

Bldg. Room

BUSINESS OFFICE USE

DEPARTMENT _____


EXP. CODE _____

PURCHASE ORDER NO. _____

STATE REQUISITION NO. _____

DATE _____ APPROVED _____

GIVE COMPLETE INFORMATION

QUANTITY	ITEM - (Complete Description) Sets, Model No., Name, Color, Size.	ESTIMATED UNIT COST	ESTIMATED TOTAL COST	AVAILABLE AT (Name and address)	DATE NEEDED
5	Example item Off-white, size large  Model # 00-123456WH	\$20.00	\$100.00	Example Book Outfitters 170 Somewhere St. Place, RI 02900 FAX #: (401) 555-2932	ASAP
20	Example textbook "A Statistical Study on the Need for Statistics" ISBN # 1-23456-789-0	\$30.00	\$600.00	MPA # 3943-34354-45 FEIN # 05-0230232 W-9 attached	
			\$700.00		

INSTRUCTIONS:

1. TYPE ALL REQUISITIONS.
2. DOUBLE SPACE BETWEEN ITEMS.
3. USE SEPARATE REQUISITIONS (a) FOR DIFFERENT TYPES OF COMMODITIES. (b) IF ITEMS ARE TO BE PURCHASED FROM DIFFERENT VENDORS.
4. IF ITEMS WILL NOT FIT ON THIS SHEET, PLEASE TYPE A BID CONTINUATION SHEET AND ATTACH TO REQUISITION.
5. BE SURE ITEMS ARE BUDGETED.
6. GIVE COMPLETE INFORMATION.

Availability of Funds: Be certain that all items requisitioned have been budgeted.

Purchasing Procedure: The Purchasing Office has sole authority for all purchasing and will not accept responsibility for any purchases made without its prior approval.

When completed, this requisition should be forwarded to the college Purchasing Office for processing.

White - Purchasing Blue - Department Yellow - File (Hold)

When you have finished filling out the requisition, send to the Office of Research and Grants Administration. We will