


MCH White Paper: Targeting an Under-Marketed Opportunity in B2B

Requisition Form Example

Fund or account number

Amount to be encumbered from the account

Requisition number



UNIVERSITY AT ALBANY
State University of New York
Institutional Services
Management Services Center 302
Phone 518-437-4570 / Fax 447-4571

PURCHASE REQUISITION

 No. **499773**

DATE: February 31, 2006

ENCUMBRANCE
 1) ACCOUNT 120060 3) CHAR. OBJECT 5875 4) AMOUNT \$448.43 5) ORDER TYPE (X) Supplies and Expense () Equipment () Confirming Order 6) IDENTIFY IF APPLICABLE: () Radioactive Materials (X) Radiation-Producing Agent () Laser

ITEM(S) IMPORTANT: Information must be typed or printed neatly. Instructions for completion are on reverse.

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	UNIT TOTAL
HWT-48 Powe Lawn Mower	1	ea	149.98	149.98
Longfellow Weed Wacker	1	ea	69.95	69.95
1346 Yellow toner - laserjet	1	ea	188.60	188.60
copy paper - white 8 1/2 x 11	10	ea	3.99	39.90

SAMPLE

VENDOR(S) NINE DIGIT FEDERAL ID# IS REQUIRED

10) FED. ID# 14-878787	11) FED. ID# 15-878787	12) FED. ID# 16-878787
13) NAME AND ADDRESS Vendor One 98 1st Street Anywhere, New York 12222	14) NAME AND ADDRESS Vendor Two 97 2nd Street Everywhere, New York 12222	15) NAME AND ADDRESS Vendor Three 96 3rd Street Nowhere, New York 12222
16) PHONE 518/555-0001 FAX # 516/555-0004	17) PHONE 518/555-0002 FAX # 516/555-0005	18) PHONE 518/555-0003 FAX # 516/555-0006
19) DELIVER ITEMS TO (NAME/BLDG/ROOM): Mary End User MSC B76	20) DEPT PHONE: Ceramics	21) <div style="border: 1px solid black; padding: 5px; width: 100px; height: 20px;"></div>

PURCHASING To be completed by the Purchasing Office:

22) PURCHASE ORDER #	23) PO DATE	24) COMMODITY GROUP #	25) STATE CONTRACT #	26) CHECK ALL THAT APPLY: () MBE () WBE () Recycled/Remanufactured	27) BUYER PURPOSE AND USE
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RETURN REQUISITION TO

KEEP PINK COPY FOR YOUR FILES

28) Name Mary End User 29) Department Ceramics 30) Bldg/Room MSC B7

Products specified by decision maker

Ship to address that will appear on purchase order

Decision maker

Where the purchasing department adds the purchase order number that will be used

The person whose name is on the purchase order