NM STATE DACC
NMSU Doña Ana Community College

INTERNAL PURCHASE REQUISITION

(Use for Purchases when use of Procurement Card is not allowable)

Reset All

Print Email

Date	Requester	Phone
Department	E-mail	

Payment Terms:	Freight Terms	Expected Date of Delivery
Vendor ID No.	Requisition Number	

Vendor Information	**Ship To**
Name	Name
Address	Address
City/St/ZIP	City/St/ZIP

Index (FOPAL)	**Account**	**%**	**Amount**	**Index (FOPAL)**	**Account**	**%**	**Amount**

Item	**Quantity**	**Unit**	**Commodity Code**	**Description**	**Unit Price**	**Extended Price**
1						$ 0.00
2						$ 0.00
3						$ 0.00
4						$ 0.00
5						$ 0.00
6						$ 0.00
7						$ 0.00
8						$ 0.00
9						$ 0.00
10						$ 0.00
					Total	$ 0.00

PURPOSE:

REQUESTER DATE

DIVISON HEAD/DIRECTOR DATE

VP/CAMPUS PRESIDENT DATE
(if applicable)

INSTRUCTIONS: (1) Complete all information where applicable. (2) Requester must obtain necessary signatures. (3) Forward to DACC Business Office representative for data entry. (4) Print copy for your records. (5) DO NOT place an order until approvals have been obtained.

Continuation Page (If more than 10 line items)

Item	Quantity	Unit	Commodity Code	Description	Unit Price	Extended Price
11						$ 0.00
12						$ 0.00
13						$ 0.00
14						$ 0.00
15						$ 0.00
16						$ 0.00
17						$ 0.00
18						$ 0.00
19						$ 0.00
20						$ 0.00
21						$ 0.00
22						$ 0.00
23						$ 0.00
24						$ 0.00
25						$ 0.00
26						$ 0.00
27						$ 0.00
28						$ 0.00
29						$ 0.00
					[illegible] Total	$ 0.00

Notes