NMSU Doña Ana Community College

INTERNAL PURCHASE REQUISITION

Print

Date	Requestor	Phone
Department	E-mail	

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

Vendor Information

Name
Address
City/St/ZIP

Ship To

Name
Address
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:

COORDINATOR DATE

DIVISON HEAD/DIRECTOR DATE

ASSC/ASST/CAMPUS DIRECTOR (IF $1.500 OR OVER) DATE

INSTRUCTIONS: THIS FORM SHOULD BE USE FOR ALL PROCUREMENTS. (1) Complete all information where applicable. (2) If requisition is $1,500 or over, include a list of possible vendors. DO NOT OBTAIN QUOTES. (3) Requestor must obtain necessary signatures. (4) Forward to DACC Business Office representative for data entry. (5) Print copy for your records. (6) 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
					tl·ŵúM·f Total	$ 0.00

Notes