

White Purchasing Agent  
 Canary Accounting Office  
 Pink Department



**MISSISSIPPI VALLEY STATE**  
 UNIVERSITY™

**REQUISITION**

DATE: \_\_\_\_\_

NAME & ADDRESS OF PREFERRED VENDOR          	REQUESTED BY _____ DEPARTMENT CHAIR/PROJECT DIRECTOR _____ DATE _____  APPROVED BY _____ AREA VICE PRESIDENT (refer to Approval Limit Schedule) _____ DATE _____  _____ INFORMATION TECHNOLOGY _____ DATE _____  _____ SPONSORED PROGRAMS/TITLE III DIRECTOR _____ DATE _____  _____ BUDGET OFFICER _____ DATE _____
DEPARTMENT NAME _____ BANNER ORG. NUMBER _____  	
UNIVERSITY POLICY: THE OFFICE OF BUSINESS AND FINANCE IS VESTED WITH SOLE AUTHORITY TO ORDER MATERIALS AND CONTRACT SERVICES. THE UNIVERSITY WILL ASSUME NO OBLIGATION EXCEPT ON A DULY AUTHORIZED PURCHASE ORDER, AUTHORIZED BY AN OFFICIAL REQUISITION.	
PURCHASE ORDER NO. _____	

PLEASE GIVE FULL DESCRIPTION AND COMPLETE SPECIFICATIONS,  
 IF A WRITTEN QUOTATION WAS OBTAINED, TRANSMIT WITH THIS REQUISITION.

QUANTITY	DESCRIPTION	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
	TOTAL		

CODE MUST HAVE BUDGET			
FUND	BANNER ORG. NUMBER	OBJECT	AMOUNT

APPROVED BY \_\_\_\_\_  
 VICE PRESIDENT FOR BUSINESS & FINANCE (refer to Approval Limit Schedule) \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_  
 PRESIDENT (refer to Approval Limit Schedule) \_\_\_\_\_ DATE \_\_\_\_\_

For additional information contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Box Number: \_\_\_\_\_