APPLIED ECONOMICS / BBE CLUSTER (DIVISION)
PURCHASING CARD and PURCHASE ORDER REQUEST (Requisition) FORM

Requester
Name: _____ Date: _____
Ship to: _____
Room Building

Email: _____
Phone: _____

Special Instructions:

Vendor: _____
Attn: _____

Address: _____
_____
_____
_____

Phone: _____
Fax: _____

Authorized
Signature: _____ Date: _____

*Fund: _____

*Dept ID: _____

*Program: _____
(Non-Sponsor Only)
(And/Or)

*Project: _____
(Sponsor Only)

Chartfield 1: _____

Chartfield 2: _____

FINEE: _____
*Required

Check correct box, it will returned if not indicated

- ☐ Purchasing card transaction
- ☐ Prepare purchase order and send
- ☐ Check required
- ☐ (IV) Internal Order
- ☐ Pay Invoice (Non-PO item)

Justification: Purchase of (what) by (who) on (date) for (who purchased for if other than above), how to be used, when to be used (e.g. conference date), where to be used, why this account. Use account key words.

Quantity	Description and Catalog #	Unit Price	Total
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
	Shipping Charges:		
		TOTAL	$0.00