To: Purchasing Department

Palomar College

Clear All

Purchasing Requisition

Continuation Sheet

Vendor Reference:	Sheet #	# of Sheets	Requisition #	PO#

Item #	Part #, Description of Supplies, Equip. and/or Services	Inst Y/N	Acct.	Unit of Issue	Quantity	Unit Price	Total Price
							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
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
						Subtotal	0.00

The following items of equipment are available for trade-in on the new items:

Manufacturer Name	Model	Serial #	Property #	Location

Fill out online and print or print and complete. Forward one copy to Purchasing.