To: Purchasing Department

Fiscal Year _____

Palomar College
Purchasing Requisition

Click here for Req. # and type it on the grey area:

Account Number								PO#
Account	Fund	Dept	Program	Class	BP	Proj/Grant	% or $	
1								
2								Vendor#
3								
4								Location:

Vendor Reference			Material Safety Data Sheet	
	Requested by:		On File:	Required:
	Requisition Dept:		ETA:	
	Phone Ext.		Barcodes/Warehouse Info.	
	Requisition Date:		Type	Qty / Item#
	Date Required:		Type	Qty / Item#
Phone:	Deliver To:		Type	Qty / Item#
Fax:	Final Destination:		Type	Qty / Item#
Contact:	Accountable Dept:		Type	Qty / Item#

Signatures

Department Chairperson/Date	Administrator/Date	Information Systems/Date

Item #	Part #, Descr. 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

For Purchasing Use Only

Clauses: _____ Terms: _____

Matching:
- ☐ No Match
- ☐ 2-Way
- ☐ 3-Way
- ☐ 4-Way

☐ MIS-AGR (NoGP) ☐ MIS-GPP _____ ☐ MIS-GPB

☐ **Express**
☐ **Prepay**
☐ **Confirming: Do Not Duplicate**

Price, terms and availability verified between _____ and _____ on _____.

Special Instructions:

☐ **Do Not Mail** ☐ **Fax** ☐ **Mail** ☐ **Mail Payment**

Subtotal	0.00
Second Page Subtotal	
Tax	
Shipping & Handling	
Total Due	0.00

MIS DIST/WARE

Forward Copy of PO to:

☐ IS ☐ Facility Planning ☐ Other_____

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