

University of Alaska Southeast
Sitka Campus
 Procurement Office
 1332 Seward Avenue
 Sitka, Alaska 99835-9498 Tel: (907) 747-6653

PURCHASE REQUISITION
THIS IS NOT A PURCHASE ORDER

Shaded Portions for Procurement Use Only:

SHIP TO:

Vendor ID No. _____
TO:

Date _____

Dept. Phone No. _____
Date Items Needed _____
Ship VIA _____

SUGGESTED SUPPLIER(S):

Delivery Date	Bid / Quote No.	Ship Via	F.O.B.	Terms	PO No.
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Item	Complete Description	Quantity	Unit	Unit Price	Total Price

To Be Used For: _____

Requisitioned By: _____ Send Copies to: _____

Estimated Freight Cost: _____

GRAND TOTAL: _____

ACCOUNT NUMBER				
ITEM	ORG	OBJ	FUND	AUTH. AMT.

ACTION REQUESTED Purchase Order Check Request Credit Card Journal Voucher Brand Name Only Sole Source Emergency * Confirming P.O. No. _____ Modification To P.O. No. _____ 1099 * Attach Justification	Approved Disapproved
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Spec. Proc. [] [] [] []

Federal Grant or Contract No. _____

Approved by: _____ Date _____

Approved by: _____ Signature _____ Date _____

I approve this purchase and certify that property has been screened for campus / statewide availability as required by University property regulations.

Budget Approval: _____ Signature _____ Date _____

Procurement Officer Approval: _____ Signature _____ Date _____