PURCHASE REQUISITION

COMPANY: _____ **DATE:** _____

ADDRESS: _____ **ORDERED BY:** _____

_____ **APPROVED BY:** _____

PHONE: _____ **FAX NUMBER:** _____

RATIONALE FOR VENDOR SELECTIONS: ☐ Sole source of product ☐ Lowest bid from three or more sources ☐ Best price to quality ration

☐ Lowest price or rate from three or more sources ☐ In consideration of small, minority and women's enterprise

RESD ACCOUNT NUMBER	QUANTITY	ITEM DESCRIPTION CATALOG NUMBER	UNIT PRICE	TOTAL

PurchaseRequisition/sj/forms/8-01