

**Request for Purchase**

**Requester:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vendor:** \_\_\_\_\_ **Supervisor Signature:** \_\_\_\_\_

**Address/Phone:** \_\_\_\_\_ **Department Head's Signature:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>Item(s) to be purchased:</b>	<b>Quantity:</b>	<b>Cost Each:</b>	<b>Total Cost:</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Purchase related to which program/area:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Business Purpose:** \_\_\_\_\_

\_\_\_\_\_

**Complete all above information and return to Department Head for approval.**

Authorized \_\_\_\_\_ Not Authorized \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_ Purchasing Card Given \_\_\_\_\_

\_\_\_\_\_ Please Complete Voucher \_\_\_\_\_

\_\_\_\_\_ Please Complete Purchase Req \_\_\_\_\_

\_\_\_\_\_ Need Additional Information \_\_\_\_\_