



## PURCHASE REQUISITION

DATE: \_\_\_\_\_ USERNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_  
 ACCOUNT: \_\_\_\_\_  
 SHOP PROJECT: \_\_\_\_\_  
 PURCHASER: Department Business Office  
 SPECIAL PURCHASE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_  
 STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 FAX: \_\_\_\_\_  
 INVOICE #: \_\_\_\_\_

Qty.	Description	UNIT PRICE	TOTAL
	Item#:		
	Name of Item:		
	Item#:		
	Name of Item:		
	Item#:		
	Name of Item:		
	Item#:		
	Name of Item:		
	Item#:		
	Name of Item:		
	Item#:		
	Name of Item:		
	Item#:		
	Name of Item:		
	Item#:		
	Name of Item:		
	Shipping		
		<b>TOTAL</b>	

**Description of item & how it will be used**

**Business Office Use Only**

Account # \_\_\_\_\_ PO# \_\_\_\_\_

*Fort Hays Tech | North Central College*

**Beloit Campus**  
 P.O. Box 507 | 3033 U.S. Highway 24 | Beloit, Kansas 67420  
 1-800-658-4655 | 785-738-2276

**Hays Campus**  
 2205 Wheatland Ave. | Hays, Kansas 67601  
 1-888-567-4297 | 785-625-2437