



# PURCHASE REQUISITION

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

DEPARTMENT:

VENDOR NAME:

ACCOUNT:

STREET:

SHOP PROJECT:

CITY:

ZIP:

PURCHASER: Department Business Office

STATE:

EMAIL:

SPECIAL PURCHASE:

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: |              |       |
|      | 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

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