PURCHASE REQUISITION

DATE: USERNAME: FIRST NAME: LAST NAME:

DEPARTMENT:
ACCOUNT:
SHOP PROJECT:
PURCHASER: Department ☐ Business Office ☑
SPECIAL PURCHASE: Normal

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

Qty.	Description	UNIT PRICE	TOTAL
	Item#: Name of Item:		$ 0.00
	Item#: Name of Item:		$ 0.00
	Item#: Name of Item:		$ 0.00
	Item#: Name of Item:		$ 0.00
	Item#: Name of Item:		$ 0.00
	Item#: Name of Item:		$ 0.00
	Item#: Name of Item:		$ 0.00
	Item#: Name of Item:		$ 0.00
	Item#: Name of Item:		$ 0.00
	Item#: Name of Item:		$ 0.00
	Shipping		$ 0.00
		TOTAL	$ 0.00

Description of item & how it will be used

Business Office Use Only

Account # PO#

Attach Files Submit Form

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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