PC #__________

UNIVERSITY OF SOUTH CAROLINA

PURCHASE REQUISITION

THIS IS NOT A PURCHASE ORDER

1. This purchase requisition is used to request all goods and services to be provided by outside vendors and the University Central Supply.
2. This Form is not to be used for requisitioning services or supplies from other University Departments.
3. Instructions for preparing this form are on the reverse side.

____
For Purchasing Office Use

Insert All Dates

SUGGESTED SUPPLIER
____
____
____
____
____

APPROVAL		Date
Initiated By	______________	______ #
Dept. Head	______________	______ #
Dean or V.P.	______________ Equipment Purchases over $200.00	______ #
Research Accounting **(*see reverse)**	______________ Equipment Purchases over $200.00 on Grant Accounts	______ #

Dept. No.	Fund	Class	Analytical		
					DEPT. NAME
					DELIVER TO BLDG.
					ROOM NO. / **PHONE #**

Item No.	Quantity and Unit ?	Description of Articles	Catalog Number	Unit Price	Total Price
		TAX Calc. Tax: Yes ○ No ◉			
		TOTAL			

THIS SPACE FOR PURCHASING OFFICE USE ONLY

Terms ____________ ________Confirmation—P.O. No________Material (has, has not) been received
Est. Delivery ____________ ________Attach enclosed form to original purchase order
F.O.B. ____________ ________Invoice attached—forward to Accounts Payable Dept. for payment
Approval ____________ ________Indicate shipment is to be made direct to the address indicated above
Date Approved ____________ ________Price is fair and reasonable ____________________