Please contact Purchasing, 703-993-2580, with questions regarding the proper use of this form.

George Mason University

PURCHASE REQUISITION

835457

Sample Sample

SUGGESTED VENDOR	DELIVERY INSTRUCTIONS	DEPARTMENTAL APPROVAL
	DELIVER TO:	DATE NEEDED:
	DEPARTMENT:	FUND CODE:
	TELEPHONE:	APPROVAL SIGNATURE:
	BUILDING:	
	ROOM NUMBER:	TITLE:
		DATE APPROVED:

ITEM NUMBER	DESCRIPTION OF ITEM/SERVICE DESIRED	QUANTITY	UNIT	UNIT PRICE	EXTENSION
		TOTAL AMOUNT OF REQUISITION:			

+++ FOR BUYER=S USE ONLY +++

VENDOR ADDRESS:	CONTRACT NO:
	FOB:
	DELIVERY:
CONTACT:	BUYER:
PHONE:	REMARKS:
EIN/SSN:	