WASHINGTON COLLEGE REQUISITION

INSTRUCTIONS ON BACK OF FORM

PURCHASE ORDER: YES_____ NO_____

PAYEE: _____ **VENDOR ID:** _____

ADDRESS: _____

_____ **TELEPHONE#:** _____

CHECK DATE _____

CHARGE ACCOUNT NO.	AMOUNT OF BUDGET FUNDS AVAILABLE	DESCRIPTION	TOTAL COST

SPECIAL INSTRUCTIONS: _____

MARK DELIVERY FOR: _____ **TOTAL:** _____

REQUESTED BY: _____ **DATE:** _____

Signature

APPROVED BY: _____ **DATE:** _____

Signature - Budget Manager

OIT APPROVAL : _____ **DATE:** _____

(Any computer purchases: Software/Hardware/Accessories, etc)

For Business Office Use ONLY:

RECEIVED: _____ **VOUCHER #** _____

1099: _____ **PO#** _____

USPS: _____ **GIVEN TO:** _____

9/08