

| FOR BUSINESS OFFICE USE ONLY | | |
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| PURCHASE REQUISITION | | | | | |
|----------------------------------------------------------------------------|-------------|-------------|---------------|--|--|
| Department | Date | | | | |
| Name of Vendor Address | | | | | |
| Note: Include any applicable data such as trade names, models, sizes, etc. | | | | | |
| Quantity | Description | Unit C | osts Total | | |
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| - | | Grand Total | | | |
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| Employee | | | | | |
| Supervisor/Division Chair | | | Date | | |
| Dean | | | Date | | |
| Vice-President | | | | | |

| FOR BUSINESS OFFICE USE ONLY: | COMPUTER SERVICES: |
|-------------------------------|--------------------|
| PURCHASE ORDER # | |
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