BREWTON-PARKER COLLEGE
PURCHASE REQUISITION

VENDOR NAME AND ADDRESS	SHIP TO
	DATE REQUIRED:

Description	Date or Event	VID#	Qty	Unit	Price/Unit	Total
Shipping						
Total						

REQUESTOR INFORMATION	REVIEW/ACTION
	(Business Office Use)
Department:	Budget Account # Verified: ( ) Yes ( ) No Date:
Budget Account #	Funds Available in Budget: ( ) Yes ( ) No Date:
Requested by:	Budget Encumbered: ( ) Yes ( ) No Date:
	APPROVAL ACTION
Request date:	Date Received:
	Entered by:
Bid Information Attached: N/A (3 bids required) (See Policy 2.3.0;attachment C)	Requisition #
	Purchase Order #

APPROVAL

ADMINISTRATOR APPROVAL	PRESIDENT'S APPROVAL
Division Administrator Action: ( ) Approved ( ) Disapproved Department Chair	
Date_____	David R. Smith
Vice President Action: ( ) Approved ( ) Disapproved VP	_____ Date
Date_____	