PURCHASE ORDER NUMBER

FOR PURCHASING OFFICE USE ONLY

VENDOR NUMBER

FOR PURCHASING OFFICE USE ONLY

UNIVERSITY OF SOUTH CAROLINA

PURCHASE REQUISITION

PRE-COMMITMENT NUMBER

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.

SUGGUESTED SUPPLIER

NAME

ADDRESS

CONTACT INFO: PHONE / FAX / EMAIL

	APPROVAL	DATE
Initiated By		
Dept. Head		
Dean or VP		
Research Actg.		

DEPT. NO.	FUND	OBJECT	ANALYTICAL	AMOUNT

DELIVERY

DEPARTMENT NAME / CONTACT NAME

ST. ADDRESS / BUILDING NAME / ROOM

CONTACT INFO: PHONE / FAX / EMAIL

ITEM	QUANTITY	UNIT	DESCRIPTION	CATALOG #	UNIT PRICE	TOTAL AMOUNT
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
				TAX:	Non-Taxable	0.00
					TOTAL:	0.00

BELOW THIS LINE FOR PURCHASING OFFICE USE ONLY

Terms _____ _____ Confirmation-PO 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 _____ _____ Price is fair and reasonable _____

Date Approved _____