# North Florida College

## Requisition Form for CHECK

**Date** _____ **Date Required** _____

**Vendor** _____ **Department** _____

**Address** _____ **Requisitioned by** _____

**City** _____

**State** _____ **Zip** _____

| Quantity | Description | Use | Unit Price | Total Price |
|---|---|---|---|---|
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| | **SHIPPING AND HANDLING** | | | |
| | | | **Total** | **$0.00** |

*USE 1-STOCK TO BE RESOLD
2-SUPPLIES TO BE CONSUMED
3-EQUIPMENT OR TOOLS FOR SHOP USE
4-OTHER{USE BOTTOM OF PAGE TO DESCRIBE IN FULL

REMARKS, SPECIAL INSTRUCTIONS.ETC._____

_____

FUND_____ORG_____GLC_____ APPROVED_____DATE_____
DIVISION HEAD

DATE REC'D BY BUS.OFF._____APPROVED_____DATE_____
DEAN

FUNDS AVAILABLE_____APPROVED_____DATE_____
PRESIDENT

*SUBMIT IN DUPLICATE TO BUSINESS OFFICE.
*USE CARBON TO MAKE SECOND COPY.
*COPY WILL BE RETURNED TO ORIGINATOR.