North Florida College

Requisition Form for PURCHASE ORDER

Date _____ **Date Required** _____

Vendor _____ **Department** _____

Address _____ **Requisitioned by** _____

City _____

State _____ **Zip** _____

Quantity	Description	Use	Unit Price	Total Price
	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.