Point Loma Nazarene University Requisition

THIS IS NOT A PURCHASE ORDER

Date_____

To Business Office
From Department_____Code No._____
Project No._____

Number_____
For Dept. Use

Please Order the Following:

Date Required_____Deliver To_____

Suggested Vendor_____

Address of Vendor_____

_____

Check for quantity and price breaks | *Be sure price is current*

Quantity	Description	Unit Price	Total Price

Sub Total _____

Sales Tax _____

* Shipping _____

Total _____

**Negotiate shipping costs - have vendor prepay where possible*

Purpose or Use_____

_____

Requested by_____

Approved by_____
Department Head

Department
Account to be Charged _____

Approved by_____
Business Office

Purchase Order Number_____