La Salle University

Purchase Request

INSTRUCTIONS
1. TYPE OR PRINT LEGIBLY USING A BALL POINT PEN.
2. COMPLETE ALL APPLICABLE BLOCKS. INCOMPLETE FORMS CAUSE DELAY AND MAY HAVE TO BE RETURNED.
3. ATTACH PERTINENT DOCUMENTS, I.E., LETTERS, QUOTES, APPRAISALS, CONTRACTS, ETC.

REQUEST DATE

TYPE OF ORDER REQUESTED

☐ **REGULAR ORDER** ☐ **EMERGENCY**

☐ **SERVICE/MAINT.** ☐ **BLANKET ORDER**

SUGGESTED VENDOR (NAME & ADDRESS)

VENDOR NUMBER (BUSINESS OFFICE USE) | PHONE NO.

PURCHASING USE ONLY
RFQ# | PO#

NAME | REQUESTER'S NAME | PHONE NO.

STREET ADDRESS | DEPARTMENT

CITY | STATE | ZIP | BUILDING | ROOM NO.

BUDGET ACCOUNT NUMBER

FUND	ORGANIZATION	ACCOUNT	PROG.	AMOUNT

QUANTITY	UNIT OF PURCHASE	DESCRIPTION OF ITEM(S) IN ORDER. VENDOR'S STOCK NO., NAME, QUAN/PKG'S, COLOR, SIZE, ETC.	UNIT PRICE	TOTAL

SHIP VIA

FOB
☐ DELIVERED
☐ VENDOR

BLANKET ORDER INCLUSIVE DATES
FROM | THRU

GRAND TOTAL

AUTHORIZED SIGNATURES

SPECIAL INSTRUCTIONS

REQUISITIONED BY

DEPARTMENT HEAD

ADMINISTRATIVE

PURCHASING DEPARTMENT