# Marlboro College
# Purchase Requisition

| Purchasing Use Only | |
|---|---|
| PO #: | |
| PO Date: | |

**To:** Purchasing, Plant & Operations

**From:** _____ **Date:** _____

**Please order the item(s) listed below, to be used for the following purpose(s):**

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**Suggested Supplier:**

_____

_____

_____

**Requisitioner (Print Name)** _____

**Department** _____

**Phone Ext** _____

**Campus Location** _____

**Requestor's Signature** _____

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## ACCOUNT # to be charged

## APPROVAL:

_____

Department Head

| | | |
|---|---|---|
| Terms | Quote Ref (if applicable) | Quote Date |
| FOB | Date Items Required (Do NOT Use ASAP) | |

| Quantity | Part/Stock Number | Description | Cost | |
|---|---|---|---|---|
| | | | Unit | Extended |
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**Total Purchase Requisition**

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**IMPORTANT:**

**Includes hazardous materials: yes_____ no_____** **If yes: M.S.D.S. on file _____ needed_____**

**Purchasing to place order** ☐ **Requester to place order** ☐