



**OREGON STATE UNIVERSITY  
PURCHASE REQUISITION**

				BANNER PO #:			
REQUISITION DATE:				DATE REQUIRED:			
PROPOSED VENDOR INFORMATION:				REQUESTOR INFORMATION:			
COMPANY:				DEPARTMENT:			
ADDRESS:				CONTACT NAME:			
CITY, STATE ZIP:				TELEPHONE:			
CONTACT NAME:				FIS APPROVER:			
TELEPHONE:				TELEPHONE:			
VENDOR CODE:		BUYER CODE:		ORG CODE:		SHIP TO CODE:	
ITEM NO.	CATALOG OR MODEL NO. & DETAILED DESCRIPTION			QTY	UNIT	UNIT PRICE	TOTAL PRICE
						<b>TOTAL</b>	
<b>INDEX / FUND</b>		<b>ACCOUNT CODE</b>		<b>ACTIVITY</b>		<b>AMOUNT</b>	
<b>SPECIAL INSTRUCTIONS:</b>				<b>DEPARTMENT APPROVAL:</b>			
				NAME/TITLE:			
				SIGNATURE:			
				<b>BUSINESS CENTER APPROVAL:</b> Required for purchases above \$25,000:			
				NAME/TITLE:			
				SIGNATURE:			
				<b>DEAN OR VICE PROVOST APPROVAL:</b> Required for purchases above \$100,000			
				NAME/TITLE:			
				SIGNATURE:			