## PURCHASE REQUEST (Do not use for travel or cash advance)

INSTRUCTIONS: Complete all information below and return to Finance Office. Authorized individuals must sign where indicated. Do not send to vendors.


| DESCRIPTION |  |  |  | QUANTITY | UNIT PRICE | EXTENSION |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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|  |  |  |  |  |  |  |
| FUND | DEPARTMENT | OBJECT CODE | AMOUNT |  | SUB TOTAL | \$ 0.00 |
|  |  |  |  |  | TAX: |  |
|  |  |  |  | $0$ |  |  |
|  |  |  |  |  | TOTAL | \$ 0.00 |

VENDOR NAME: $\qquad$
ADDRESS:

PHONE: $\qquad$ VENDOR NO: $\qquad$ FAX NUMBER: $\qquad$

