

# Purchase Requisition

<input type="checkbox"/> Ship to: Auraria Receiving 1201 Fifth Street Denver, CO 80204  _____ (Bldg./Room)	<input type="checkbox"/> Other: _____ (subject to Purchasing approval)  Bldg: _____ Room #: _____ Attn.: _____	<input type="checkbox"/> will call: _____	<input type="checkbox"/> Job Site: _____
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## Requisition Number

Reference this number when requesting status from Purchasing

Institution:	Department Name:	Cost Center/Object Code/FOAP:	F/Y:	Current Date:	Contact Person:	Phone:	Campus Box Number:
						Fax: Message Ext.:	

SUGGESTED VENDOR (Name, Address, Telephone Number, Fax Number and Contact Person)		
Name: _____	Desired Delivery Date: _____	Work order # _____
Address: _____	<b>OR</b>	Project description _____
Contact: _____	Start Date: _____	_____
Phone: _____ Fax: _____	End Date: _____	_____

ITEM	QTY	UNIT	DESCRIPTION: Including manufacturer, model or product number, style, size, color, etc., and other relevant specifications.	Unit Price	Extended COST	BUYER'S COMMENTS
<h1>THIS IS NOT A PURCHASE ORDER</h1>						

Please submit your Purchase Requisition to Brenda Ruiz <Brenda.Ruiz@AHEC.edu>			<b>PR TOTAL \$</b>
Cost Center Approval (signature/date)	Additional Approval when required (signature/date) IT, HR	Additional Approval when required (signature/date) Accounting, Division Director	