



# WALLA WALLA COMMUNITY COLLEGE

Requisition number is not to be given to vendor

FIELD ORDER NO.

REQUISITION NO.

## PURCHASE REQUISITION

BUDGET OFFICE CONTROL #

PAGE: 1 of

Supply orders <\$300 can be placed on College VISA.

CREATED BY

Have you ordered the item(s) below  N/A  Yes  No

DEPARTMENT:

DATE CREATED

Have you received the item(s) below  N/A  Yes  No

END USER:

Have you paid for the item(s) below?  Yes  No

If paid, how did you pay?  Cash  VISA - \_\_\_\_\_  Other

Item #	Vendor Catalog No	Description	Qty.	Unit	Unit Price	Amount

APPR INDX	PROG INDX	ORG INDX	SOBJ	SSOBJ	SRC	REV	SS	RC	REIM	CD	CHECK TOTAL	SUBTOTAL	SHIPPING	TAX 8.9%	TOTAL
<b>ENCUMBRANCE TOTAL</b>											\$	-			

PURCHASED FROM:

ADDITIONAL INFORMATION:

PHONE # FAX #

TECHNOLOGY/FACILITY/PSC/CSC CONSULTATION

I certify the items requested above are necessary to properly conduct agency activities.

APPROVED	DATE

Requestor Signature Date

FOR BUDGET OFFICE USE

Authorizing Signature Date

APPROVED	DATE

# Walla Walla Community College

Purchase Requisition Continuation Sheet

Date	Order No.
	0

Item No.	Vendor Catalog No	Description	Qty	Unit	Unit Price	Amount
TOTAL LOCATED ON PAGE 1 OF PURCHASE REQUISITION						

# Walla Walla Community College

Purchase Requisition Continuation Sheet

Page 3 of 3

Date	Order No.
	0

Item No.	Vendor Catalog No	Description	Qty	Unit	Unit Price	Amount
TOTAL LOCATED ON PAGE 1 OF PURCHASE REQUISITION						