



NOTE:

The requisition form must include:

- Dept Name
- Requisitioner Name (Print)
- Contact Phone Number
- Date
- Dept Cost Code (eg: 7236)
- Approving Manger (Sign)
- Financial Code (eg: 7236.5680)
- Quantity Required
- Description of Goods, including any supplier codes if known
- Cost details if known
- Name of preferred supplier if known