

# SAMPLE PURCHASE REQUISITION

| Code 3-4 Requisition Issue from Inventory<br>Enter X (REQE) Modify (REQM) Cancel (REQX)<br>(RISE) (RISM) (RISX) |     |  |              |                                |   | FUND 16-18                |    | Date of Requisition<br>20-25<br><b>1/27/2010</b> |           | Date Needed<br>2/24/2010  |              | REQUISITION ID<br>AGENCY 7-8<br><b>GF</b> |                 | REQUISITION NO. 9-14 |                                     |  |
|---|-----|--|--------------|--------------------------------|---|---------------------------|----|--|-----------|---|--------------|---|-----------------|----------------------|-------------------------------------|--|
| LAST OR RECOMMENDED VENDOR  |     | Name <b>Ms. Doe's Restaurant</b> Telephone Number (202) 123-4567<br>Address <b>ABCD Doe Lane</b> City & State: <b>Wash, DC</b> Zip: <b>12345</b> |              |                                |   |                           |    |  |           | DELIVER TO:<br>Student Activities Club<br>UDC, Bldg. 38. Room A-20<br>4200 Connecticut Avenue, NW<br>Washington, DC 20008 |              |   |                 |                      |                                     |  |
| Line  | AGY | RESP CENTER PROJ/ PHASE  | MRU SUB-PROJ | OBJ<br>Code from spending plan | SUB-OBJ   | REPTG CATG<br>DIST AGENCY |    | JOB  | AC-TIVITY | DESCRIPTION<br>Provide description of service needed  | COST         |   |                 |                      |                                     |  |
| 001   | GF  |  |              |                                |   |                           | GF |  | U100      |   |              |   |                 |                      |                                     |  |
| 002   |     |  |              | 209                            |   |                           |    |  |           | Light refreshments for upcoming club/org workshop (quote attached)  | \$100.00     |   |                 |                      |                                     |  |
| 003   |     |  |              |                                |   |                           |    |  |           |   |              |   |                 |                      |                                     |  |
|   |     |  |              |                                |   |                           |    |  |           |   |              |   |                 |                      |                                     |  |
|   |     |  |              |                                |   |                           |    |  |           |   |              |   |                 |                      |                                     |  |
|   |     |  |              |                                |   |                           |    |  |           |   |              |   |                 |                      |                                     |  |
| <b>INDEX# (This will be completed by Student Activities Specialist)</b>   |     |  |              |                                |   |                           |    |  |           |   | Total Amount |   | <b>\$100.00</b> |                      |                                     |  |
| Club/Organization Advisor   |     |  |              |                                | Authorized By:<br><b>Vice President, Student Affairs</b>              |                           |    |  |           | Certificate of acceptance into FMS  |              |   |                 |                      | Check if this document is continued |  |
| Name (Please print)<br><b>Student Activities Specialist</b>   |     |  |              |                                | Date<br>Signature<br><b>Associate Vice President, Student Affairs</b> |                           |    |  |           | Date Accepted:<br>By:   |              |   |                 |                      | Page<br><b>1 of 1</b>               |  |
| If issue from inventory<br>Signature:   |     |  |              |                                |   |                           |    |  |           | Recipient's Signature:  |              |   |                 |                      |                                     |  |