

YORK COLLEGE PURCHASE REQUISITION

AUXILIARY ENTERPRISES
 ASSOCIATION
 FOUNDATION

Suggested Vendor and Address

1 _____

2 _____

3 _____

4 _____

5 _____

<u>PURCHASING OFFICE ONLY</u>	
Requisition No.....	Date.....
State Contract No.....	Group No.....
Order No.....	
<u>DEPARTMENT AND DELIVERY DATA</u>	
Department.....	
Attention.....	
Deliver to Building.....	Room.....

INSTRUCTIONS: 1. Submit to Purchasing Department in TRIPPLICATE. The fourth copy, gold, is retained by the department. The second copy, yellow, will be returned to the department with a requisition number. Use this number for future reference. 2. Each requisition must be for similar commodities. 3. Electrical items must specify a) voltage, b) amps or watts c) 60 cycle A.C. or D.C. d) electrical motors, horsepower, etc.

ITEM NO.	DESCRIPTION OF MATERIAL / SERVICE	QTY.	UNIT	PRICE	AMOUNT

I hereby certify that the items listed above are necessary and are for purposes specified in the budget approved for this department.

DATE: _____

AUTHORIZING SIGNATURE: _____

BUSINESS OFFICE : _____

FUNDS

are available

are not available

INITIAL DATE

AMOUNT	

TOTAL

White copy: Purchasing

Yellow copy: Department

Pink copy: Accounting