

YORK COLLEGE PURCHASE REQUISITION



Suggested Vendor and Address

1		PURCHASING OFFICE ONLY	
	Requisition No.....	Date.....	
	State Contract No.....	Group No.....	
	Order No.....		
	DEPARTMENT AND DELIVERY DATA		
	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