



PURCHASE REQUISITION 2025-2026

VENDOR:		REQUEST DATE:		
REQUESTED BY:		DATE ITEMS NEEDED BY:		
PURPOSE OF ITEM(S)				
ALLOW 2 WEEKS FOR DELIVERY				
PROVIDE COMPLETE INFORMATION AND ATTACH CART DETAIL OR SHARE AMAZON CART				
ITEM #	QTY	DESCRIPTION	UNIT PRICE	TOTAL
		SUBTOTAL		
		SHIPPING & HANDLING ESTIMATE 10%		
ACCOUNT #			PAGE TOTAL	

PRINC / DEPT HEAD APPROVAL

DATE

BHASED APPROVAL

DATE