DREXEL UNIVERSITY
REQUEST TO PURCHASE

Route to: PURCHASING OFFICE

P. O. _____

Suggested Vendor: _____

_____

Address: _____

_____

_____

Attn: _____

Tel: _____

Fax: _____

Ship To: Drexel University Central Receiving

Department & Name: _____

Requester's Tel & E-mail: _____

[✔] **FAX ORDER TO VENDOR**

[ ] **DO NOT FAX ORDER**

Today's Date: _____

Date Required: _____

[ ] **Confirming Order**

Comm Code	Item	Qty	Unit	Product Description	Unit Price	Extended Price
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
					Total:	0.00

Fund Code	Org Code	Acct Code	Actv Code	Cost Center Title	Amount

This request is not a purchase order, but a request upon the university purchasing agent to issue an official purchase order. It must be complete and clearly written to avoid mistakes. If incomplete, it will be returned unordered for correction by requisitioner.

Approvals - Print Name, Sign & Date
Person Submitting Purchase Requisition:
P.I. / Cost Center Administrator:
Director / Dean:
Vice President: