



DREXEL UNIVERSITY REQUEST TO PURCHASE

Route to: PURCHASING OFFICE

P. O. _____

Suggested Vendor: _____

Ship To: Drexel University Central Receiving

Address: _____

Department & Name: _____

Requester's Tel & E-mail: _____

Attn: _____

☐ FAX ORDER TO VENDOR

☐ DO NOT FAX ORDER

Tel: _____

Today's Date: _____

Fax: _____

Date Required: _____

☐ Confirming Order

Comm Code	Item	Qty	Unit	Product Description	Unit Price	Extended Price

Total: _____

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: _____