

BRADLEY UNIVERSITY

Campus Requisition

Requisition Number

(your tracking number)

Current FW Acct # <hr/> New FE Acct. # Project ID # <hr/> Transaction Code (Purpose/Location) Transaction Attribute	Date of Requisition <hr/> Originator	Approved by Auditor Purchasing
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When Needed	Cost Actual Estimated	Approved by	<input type="checkbox"/> Pick Up Check <input type="checkbox"/> Mail To Payee	Assigned PO #
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Requisition For: <input type="checkbox"/> Supply/ Equipment/Service <input type="checkbox"/> Transfer of Funds <input type="checkbox"/> Cash Disbursement <input type="checkbox"/> Purchase Order Please attach a W9 form with payee SS# or TIN# if applicable	Company or payee name and address:
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QTY	DESCRIPTION	UNIT COST	TOTAL
TOTALS for this Requisition:			

DELIVER TO:

Debit: _____ \$ _____ Credit: _____ \$ _____

Debit: _____ \$ _____ Credit: _____ \$ _____

Debit: _____ \$ _____ Credit: _____ \$ _____