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| <b>MATANUSKA-SUSITNA COLLEGE</b><br>University of Alaska<br>Business Office (907) 745-9705<br>8295 E College Dr •Palmer AK 99645 | <b>PURCHASE REQUISITION</b><br><br>... this is <b>NOT</b> a purchase order... |
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|  |                                 |       |
|--|---------------------------------|-------|
| <b>SUGGESTED SUPPLIER:</b><br><br>Phone Number:<br>Fax Number:<br>Website URL: | <b>BUSINESS OFFICE USE ONLY</b> |       |
|  | PO#                             | CALL# |
|  | VENDOR #                        |       |

|               |         |            |          |        |       |
|---------------|---------|------------|----------|--------|-------|
| DELIVERY DATE | CONTACT | BID/QUOTE# | SHIP VIA | F.O.B. | TERMS |
|---------------|---------|------------|----------|--------|-------|

| ITEM | DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL PRICE |
|------|-------------|-----|------|------------|-------------|
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| <b>COURSE TITLE &amp; CRN:</b> | Estimated freight cost: |
|                                | Grand Total:            |

|      |      |     |      |     |                            |
|------|------|-----|------|-----|----------------------------|
| ITEM | FUND | ORG | ACCT | AMT | Date items needed: _____   |
|      |      |     |      |     |                            |
|      |      |     |      |     | Requestors phone # _____   |
|      |      |     |      |     |                            |
|      |      |     |      |     | Requisitioned by: _____    |
|      |      |     |      |     |                            |
|      |      |     |      |     | Signature _____ Date _____ |

| <b>BUSINESS OFFICE USE ONLY</b>   |      |                            |      |
|---|------|----------------------------|------|
| Approved by: _____  |      | Procurement Officer: _____ |      |
| Signature   | Date | Signature                  | Date |
| I approve this purchase and certify that property has been screened for campus/statewide availability as required by University property regulations. |      |                            |      |