

MATANUSKA-SUSITNA COLLEGE University of Alaska Business Office (907) 745-9705 8295 E College Dr •Palmer AK 99645	PURCHASE REQUISITION ... this is NOT a purchase order...
----------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------

SUGGESTED SUPPLIER: Phone Number: Fax Number: Website URL:	BUSINESS OFFICE USE ONLY	
	PO#	CALL#
	VENDOR #	

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

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE

COURSE TITLE & CRN:	Estimated freight cost:
	Grand Total:

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

BUSINESS OFFICE USE ONLY			
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.			