

- **Complete form in Adobe Acrobat Pro.** For questions, see separate instructions on Procurement Services website.
- Send completed requisition plus any pertinent quotes and contracts to Procurement Services by fax or e-mail (cadddk@wfu.edu). Procurement Services will contact you if any changes to your original request are required.
- Upon delivery, verify goods/services meet expectations according to the terms of the Purchase Order. Report discrepancies to Procurement Services immediately.

Requisition Date: (Use drop down)		Requested by:			Requestor's Information:			Delivery Date: (Use drop down)					
					Ph: _____		Fax: _____						
					E-mail: _____								
Bill to Department:				Department P.O. Box:				Send Purchase Order to Supplier:					
								<input type="checkbox"/> Yes If no, send Purchase <input type="checkbox"/> No Order to:					
Shipping Location:						Shipping ATTN to:							
Business Purpose:						Supplier Information:							
						Supplier Name:							
						Contact Name:							
						E-mail:							
						Phone: _____				Fax: _____			
						Fixed Asset				Maximum Pre-approved Cost:			
						<input type="checkbox"/> Yes <input type="checkbox"/> No							
COA	Fund/Project	Dept #	Account	Activity	Location	Amount	Quantity		Unit Price		Amount		
				U	L								
				U	L								
				U	L								
				U	L								
												Total	

Authorized Signature must be signed **after** completion of the requisition.

Authorized Signature-electronic signature preferred; otherwise print and sign:
