

**PURCHASE REQUISITION**

See instructions on the other side

**This form must be submitted along with all original documents attached.**

For purchase requests use lines 1 – 6. For printing orders use lines 1, 2, and 5-7.

1) Date: \_\_\_\_\_

2) Requested by: \_\_\_\_\_  
(Print your name and phone number)

3) Items Required:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Approx. total Cost: \_\_\_\_\_

5) Purpose: \_\_\_\_\_

6) Date Needed: \_\_\_\_\_

7) Printing orders – one item per line, first five columns **must** be filled in for each item. Use reverse if more space is needed.

<i>Item</i>	<i>Description</i>	<i>Pages</i>	<i>1 or 2 sides</i>	<i>Stapled (Y/N)</i>	<i>No. of copies</i>	<i>Special instructions</i>
1						
2						
3						

If non-consumable item(s) over \$100: Approved by two executive Board members (see instructions).

<b>Executive board</b>
President or Vice-president signature
Any other Executive Board Member signature

**Reimbursement request Portion (do not detach)**

Date: \_\_\_\_\_

Pay to: \_\_\_\_\_

Address: \_\_\_\_\_

Amount requested: [attach receipt(s)] \_\_\_\_\_

Description of Purchase: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

For treasurer's use: check no. \_\_\_\_\_ Date: \_\_\_\_\_

## Line-by-line instructions for filling out this form

If you are requesting a purchase be made, fill out lines 1, 2, 5 and 6, and either lines 3 and 4 or item 7 as appropriate (see below). If you have made a purchase and want to be reimbursed, fill out bottom portion (Reimbursement Request) instead. All requests for reimbursement are subject to review.

1. Enter the date this Purchase requisition is submitted.
2. Print the name of the person requesting the purchase.
3. (If this is an order for printing, skip lines 3 and 4, but fill out item 7.) Enter a complete description of items to be purchased including, where appropriate, the model number, size, etc.
4. Enter the approximate cost of the item(s) to be purchased. When multiple pieces of hardware or multiple copies of software are purchased, enter the total price on line 4 and in the Description of Purchase section enter the number of units purchased, the name, and the cost per unit; e.g. 5 copies of Microsoft Office Home and Student Edition at \$137.00 per copy.
5. Describe the purpose for the item(s) to be procured.
6. Enter the date that the items are needed.
7. (Fill in this item for printing orders only.) For each item to be printed, up to three items, enter a brief description (adequate to identify one item from another), number of pages, whether single- or double-sided, whether it is to be stapled, and the number of copies needed. If there are special instructions, such as paper color, weight, etc., include that as well. All columns except the last one **must** be filled in. If you have more than three items, please use additional forms.
8. Non-consumable items over \$100 must be signed off by two Board Members for approval before a purchase is made.

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### Reimbursement Request Portion

1. Enter the date of the request.
2. Enter the name of the person to be reimbursed.
3. Enter the address of the person above to whom the check is to be sent.
4. Enter the amount of the reimbursement. Make sure that this agrees with the attached receipts. If there are items on the receipts that are not included, cross them out and adjust any sales tax.
5. Describe the purchase, and the reason for the purchase.
6. Signature of the person making the reimbursement request is required.

Note: In an emergency, or for personal preference, instructors can have copies made at OfficeMax and have the Director of Education approve for payment. Be sure to request the discount for Grand Computers.