

Central Connecticut State University Purchasing Requisition



Internal use ONLY – NOT a Purchase Order.

Products or services ordered and shipped without valid purchase orders are not considered contractual obligations of CCSU and if delivered shall be refused and returned to the vendor at no cost to CCSU.

Requisition Number

Approved by (Budget Authority)	Date	Requisition total dollar value	Date of Request
Department Charged	Requested by	Telephone #	Date Required
Deliver to – (Dept Name/Building/Room Number/End User)			

Document Text _____ Contract Award Number _____
 Does Price Include Delivery? Yes [] No []

Item No.	Quantity	Unit	Description	Banner Index	Unit Price	Extension
TOTAL						\$ _____

Vendor Name: _____	Competitive Pricing Information (if applicable) -	
Address: _____	Vendor Name: _____	Vendor Name: _____
FEIN Number: _____	Address: _____	Address: _____
Contact: _____	Contact: _____	Contact: _____
Phone #: _____	Price: \$ _____	Price: \$ _____
Fax #: _____		

Account Distribution:	Banner Index	Account Subcode	Percent	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FOR PURCHASING DEPT USE ONLY:

Assigned to _____ FOB Code _____ Terms _____ Delivery Date _____ PO # _____