



Purchase Request

Central Services

Control Number: _____

Name of Account: _____

Account Number: _____

Deliver to: _____ Department: _____ Building: _____

Stock Number	Quantity And Unit	Description and Specifications	Unit Price	Total Price

The above items have been received as indicated.

Received by: _____

Department: _____

Date: _____

<p><i>Approved by:</i></p> <p>Department Head: _____</p> <p>Dean or Director: _____</p>

REMARKS AND SPECIAL INSTRUCTIONS: _____

