PHYSICAL PLANT

MATERIAL REQUISTION FORM

Telephone **(706) 737-1590**
Fax **(706) 731-7970**

Person to Contact _____ **Shop and Extension #**_____
Project or Workorder # _____ **Location** _____
Date Needed _____

Item #	Description	Quantity	Unit	Unit Cost	Extension
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
				Grand Total	$0.00

Vendor _____ **Sales Representative**_____
Fed. I.D.#_____ **Address**_____
Phone #_____ _____
Vendor Fax #_____ **PR#**_____**PO#**_____
Shop Approval_____ **Department Approval**_____
Date_____ **Date**_____

[ ] Physical Plant to order
[ ] Have Procurement order
[ ] Item(s) in stock
[ ] M.S.D.S
[ ] Vendor delivery
[ ] Courier pick-up
[ ] Shop pick-up
[ ] Purchasing Card
[ ] Petty Cash

Comments:_____
_____
_____
_____
_____