# Staff Purchases Only - Purchase Requisition Form

Last Name: _____     First Name: _____

Department: _____     Extension: _____

## Description of Items to be Purchased

*Remember to attach your ITS quote/equote to this form*

| |
|---|
| |

## Purchase Approval

I authorize ITS to charge up to the amount of $_____ plus tax and shipping as necessary, for the items listed above.

Spend Category Label [_____]

| Program | Project | Grant | Gift | Cost Center | Fund | Function |
|---------|---------|-------|------|-------------|------|----------|
|         |         |       |      |             |      |          |

**Purchase Approval - Account Administrator**

_____     _____     _____
**Print Name**                       **Signature**                        **Date**

## Account/Fund Verification and Approval

**Account/Fund Verification - Treasurer's Office**

_____     _____     _____
**Print Name**                       **Signature**                        **Date**

*Completed forms should be submitted to:*     **ITS Purchase Requisition Request (Staff Purchases)**
**Information Technology Services**
**Roberts South, Room12**

## Completed by ITS

**ITS Approval:**

_____     _____     _____
**Print Name**                       **Signature**                        **Date**

Ordered By: _____     Date Ordered: _____

Vendor: _____     PO#: _____

*Rev3JM0914015*