

UNIVERSITY OF LOUISIANA  
AT LAFAYETTE  
**PURCHASE REQUISITION**

**K 77182**

P. O. No.

Contact Person \_\_\_\_\_

Telephone Extension \_\_\_\_\_ Date \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

ITEM NO.	QUANTITY & UNIT	DESCRIPTION AND COMPLETE SPECIFICATIONS	UNIT PRICE	AMOUNT
<b>SAMPLE ONLY Do Not Use</b>				

PURPOSE:	TOTAL
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NAMES AND ADDRESSES OF VENDORS INCLUDING ZIP CODES					
1. _____	2. _____	3. _____			
4. _____	5. _____	6. _____			

UNIVERSITY POLICY: The appropriate Business Affairs official is vested with the sole authority to order materials and contract for services. The University will assume no obligation except on a duly authorized Purchase Order or Letter Authorization.

FUND	APP'N.	AGENCY CODE	SEC.	ACT	EXP. CODE	TOTAL	FUND APPROVAL:
		19 40					FISCAL OFFICER   APPROVED BY PURCHASING OFFICER
REQUESTED BY _____ <div style="text-align: center; font-size: small;">HEAD OF DEPARTMENT</div>							
APPROVED BY _____ <div style="text-align: center; font-size: small;">DEAN OR ADMINISTRATIVE HEAD</div>							