The University of Texas At El Paso

## PURCHASE REQUISITION

**No.**

**Page**  1 **of** 1 **Pages**

**Department**

**Date:**  **Account No**

**To:**  **Account Name**

You are hereby requested to procure / provide the following

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ITEM NO.** | **DESCRIPTION** | | **QTY** | **UNIT** | **UNIT PRICE** | **AMT.** |
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| This Material is needed for | | Suggested Source: | | | | |
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| The Items above should be delivered to: | |  | | | | |
|  | | Not Later Than: As soon as possible | | | | |
| If emergency purchase, state why | |  | | | | |

**Originated By**  **Phone . Dept. Chairman Approval**

**Approved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Procured on P.O. # 724**-

**Contracts and Grants\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Buyer**