

## REQUEST FOR PURCHASE / CHECK

<b>Request for Purchase</b>	<b>Check Request</b>
<b>DATE</b>	
<b>Vendor #</b>	<b>Campus</b>
<b>Name</b> (name of vendor, name for check request, or name for reimbursement)	<b>Department</b>
<b>Address</b>	<b>Organization</b>
<b>City</b>	
<b>State / Zip</b>	

*\*Please attach all documentation, ie: receipts, forms, etc. If applicable: please include extra copies to be sent with check.*

**FOR CHECK REQUEST**

Date Required:	Hold in Business Office
Date for Pick Up:	Include Attachment(s) with Check -requester needs to include 2 sets
Return to Dept/Organization	Mail

QTY	ITEM #	DESCRIPTION <i>(For Accounts Payable please include event dates &amp; names to be included on registration checks.)</i>	UNIT PRICING	TOTAL PRICING
EXAMPLE 2	MISD1111	Membership dues for TASA – Mr. Panther	25.00	50.00
<b>SHIPPING / HANDLING</b>				
<b>TOTAL AMOUNT</b>				

BUDGET CODE ONLY	
<b>TOTAL AMOUNT</b>	

Employee or Originator Signature	Dept/Principal/Coordinator Approval	Business Office Approval