

Departmental Requisition Form

Originator	Name: _____ Banner ID: _____ Date: _____	Type of Requisition	<input type="checkbox"/> Research <input type="checkbox"/> Reimbursement <input type="checkbox"/> Teaching Course # _____ <input type="checkbox"/> Other: Specify _____
Source Of Funds	<input type="checkbox"/> Department <input type="checkbox"/> Grant Account # _____ <input type="checkbox"/> Start-Up Account # _____	Vendor Info	Vendor _____ Phone _____ Fax _____ Web _____ Quote # _____ Quote Date _____

Catalog Number	Description	Quantity	Price per Unit	Total
Total:				

Special Delivery	<input type="checkbox"/> Heavy/Bulky* <input type="checkbox"/> Computer Equipment** <input type="checkbox"/> Other (such as radioactive, hazardous, etc.) Specify: _____	In compliance with University policy to ensure competitive pricing and cost-effective procurement of goods and services, competitive bids must be obtained on purchases or planned events with an anticipated total cost of \$5,000 or greater. If an appropriate product or service is deemed to be available only from a single source, a Sole Source Procurement form must be completed in its entirety and returned to Purchasing. Purchasing will then review the information on the form to determine whether or not the supply or service fits the criteria of a sole source.
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**Items that require a dolly or hydraulic lift will be sent to the SLU receiving dock department*

***Some computer equipment must be coordinated with ITS before requisition is processed*

Requisition Number: _____

Comments (Such as vendor address, delivery location, etc.).

Approval Signature _____ **Date** _____.

*Chair/Co-Chair signature required if source of funds is departmental.
 PI Signature required if source of funds is grant-related.*