

**REQUISITION FOR FURNITURE, EQUIPMENT, BOOKS,  
 SUBSCRIPTIONS, STATIONERY\*, OFFICE SUPPLIES\*, POSTAGE,  
 PRINTING, BINDING, TELEPHONE SERVICE, AND INSURANCE**

Date \_\_\_\_\_

TO THE PROCUREMENT SECTION  
 DIVISION OF ADMINISTRATIVE SERVICES

Please purchase the following articles or services which I certify are necessary for  
official use in room \_\_\_\_\_

Item No.	Article or Service	Quantity	Unit	Unit Price	Total
Charge To:				Grand Total	

Confirmation  Yes  No      Delivery Date Desired \_\_\_\_\_ Terms \_\_\_\_\_

Requested By \_\_\_\_\_

Approved By \_\_\_\_\_

\*Stationery and office supplies not regularly stocked in the supply room and necessitating the preparation of a purchase order should be requisitioned on this form.

A SEPARATE REQUISITION SHOULD BE MADE FOR EACH DIFFERENT TYPE OF ARTICLE.