

University of Alaska Kenai Peninsula College

Procurement Office

156 College Road
Soldotna, Alaska 99669 Tel: (907)262-0310

PURCHASE REQUISITION

THIS IS NOT A PURCHASE ORDER

Shaded Portions are for Procurement Use Only.

DATE _____ KPC

SHIP TO:

Phone No.:

TO:

Dept. Phone No. _____
Date Items Needed _____
Ship VIA _____

SUGGESTED SUPPLIER(S):

Table with 6 columns: DELIVERY DATE, BID/QUOTE NO., SHIP VIA, F.O.B., TERMS, P.O. NO.

BUYER:

Main table with 6 columns: ITEM, COMPLETE DESCRIPTION, QUANTITY, UNIT, UNIT PRICE, TOTAL PRICE

TO BE USED FOR:

Shipping: _____

Send Dept. Copies of P.O. to:

GRAND TOTAL: _____

ACCOUNT NUMBER

Table with 5 columns: ITEM, FUND, ORG, ACCT, AUTH. AMT.

SPEC. PROC. [] []

FEDERAL GRANT OR CONTRACT NO. _____

Requisitioned by: _____
Signature Date

ACTION REQUESTED

- PURCHASE ORDER
CHECK REQUEST
CASH PAY P.O.
PROCARD

- EMERGENCY*
Confirming P.O. No. _____
MODIFICATION
To P.O. No. _____

* Attach justification

APPROVED DISAPPROVED

- Checkboxes for APPROVED and DISAPPROVED status

Approved by: _____
Signature Date

I approve this purchase and certify that property has been screened for campus/statewide availability by University property regulations.

Budget Approval: _____
Signature Date

Procurement Officer Approval: _____
Signature Date