University of Alaska Kenai Peninsula College

Procurement Office

34820 College Drive
Soldotna, Alaska 99669 Tel: (907)262-5801

PURCHASE REQUISITION

THIS IS **NOT** A PURCHASE ORDER

Shaded Portions are for Procurement Use Only.

DATE _____ KP

SHIP TO:

Phone No.:

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

TO: _____

SUGGESTED SUPPLIER(S):

DELIVERY DATE	BID/QUOTE NO.	SHIP VIA	F.O.B.	TERMS	P.O. NO.

BUYER:

ITEM	COMPLETE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1		1		$0.00	$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00

TO BE USED FOR:

Send Dept. Copies of P.O. to:

Shipping: $0.00

GRAND TOTAL: $0.00

ACCOUNT NUMBER				
ITEM	FUND	ACCT	ORG	AUTH. AMT.
1				

SPEC. PROC.

FEDERAL GRANT OR CONTRACT NO. _____

Requisitioned by:_____
Signature Date

ACTION REQUESTED

		APPROVED	DISAPPROVED
☒	PURCHASE ORDER	☐	☐
☐	CHECK REQUEST	☐	☐
☐	CASH PAY P.O.	☐	☐
☐	LIMITED P.O.	☐	☐
☐	BRAND NAME ONLY*	☐	☐
☐	SOLE SOURCE*	☐	☐
☐	EMERGENCY*	☐	☐
	Confirming P.O. No._____		
☐	MODIFICATION	☐	☐
	To P.O. No._____		

* Attach justification

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

Version 2.0 9/8/2005