

Purchasers:

submit completed electronic
document to department
supervisor for approval



GEAUGA AND TWINSBURG ACADEMIC CENTER

PURCHASE REQUEST FORM

Purchase Use Classification (Please Choose):

Support existing systems or programs or replenish
existing stocks/supplies

Improve existing systems or programs or improve
existing stocks/supplies

Introduce new systems or programs or introduce
new stocks/supplies

Date of Request: _____

Requested By: _____

Department: _____

Account/Index Numbers: _____

Needed By: _____

Justification/description of request and use of materials:

Vendor: _____

Contact: _____

Address: _____

Email: _____

Ship To: _____

Fax: _____

Phone/Extension: _____

Item #	Description	No. of Units	Unit Cost	Total
Shipping/Handling Charges:				
(NO tax is to be charged – if charged, you are responsible for getting the refund)				
Grand Total:				

Department Supervisor Approval: _____

Date Approved: _____

Supervisor: Submit completed form to Dean Spalsbury for final approval if required:

Dean's Office Final Approval: _____

Date Approved: _____

Business Office Use Only

Order Date: _____

Purchase Order #: _____

Ordered By: _____

Requisition #: _____