

**REQUISITION FOR THE PURCHASE OF MATERIALS, SUPPLIES OR SERVICES**

DEPT. ORDERING: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_  
 \* Please note if needed by certain date

NAME: \_\_\_\_\_

USAGE:    instruction       research       general       supply  
 (circle one)

Other: \_\_\_\_\_

VENDOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

**For Business Office Use Only**

Date requisition rec'd \_\_\_\_\_

Ordered via: swiped phone fax web Kent PO

Order placed by: \_\_\_\_\_

Date ordered: \_\_\_\_\_

Index to be charged: \_\_\_\_\_

Method of Pmt:   Ck. Req   MC   Kent A/P

Notes: \_\_\_\_\_

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

Business Office Approval \_\_\_\_\_ Date \_\_\_\_\_