

**Electrical Engineering and Computer Science  
Departmental Requisition**

**Section 1**

Check here if Vendor quotation is attached and go directly to section 2. Otherwise, complete the following Vendor information \*\*

Vendor _____	Phone _____
Address _____	FAX _____
City _____	Email _____
State _____ Zip _____	Contact _____

**Section 2**

Deliver to Location _____		Requested by Name _____		Requisition Creation Date: _____		Required Delivery Date _____	
Account _____	Fund _____	Sub _____	Object _____	Amount _____			
Account _____	Fund _____	Sub _____	Object _____	Amount _____			
Account _____	Fund _____	Sub _____	Object _____	Amount _____			
Approvals Sign Here	Φ _____		Requestor Name: _____		Jean-Luc Gaudiot, Chairman		

**Section 3 (Business Office Entries Only)**

Vendor Number _____	PO# 0034	00	Pal Card <input type="checkbox"/>
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**Section 4**

Check here if Vendor quotation is attached. Otherwise, complete Section 4 in sufficient detail to place the order.

	Qty	Unit	Catalog #	Description	Cost	Total
1						
2						0.00
3						0.00
4						0.00
5						0.00
6						0.00
7						0.00
8						0.00
9						0.00
					<b>Sub-Total</b>	
					<b>Tax @ 7.75%</b>	
					<b>Shipping</b>	
					<b>Total</b>	