



Don Bosco Technical Institute

Purchase Requisition Form

Date:

Vendor Information

Name	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>	Fax	<input type="text"/>
City	<input type="text"/>	Email	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/>
		SSN/TIN	<input type="text"/>

This is a (check one): Check Request/Petty Cash ☐ Purchase Requisition ☐ Supply Order ☐

Purpose of Check

Description of Item/Service	Inv./Item #	Tax Exempt	Price	Qty.	Acct #	Dept.	Amount
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$

Comments/Special Instructions

<input type="checkbox"/> Request is to be (check one):	<input type="checkbox"/> Mailed <input type="checkbox"/> Faxed
	<input type="checkbox"/> Held for: <input type="text"/>
	<input type="checkbox"/> Supply Order - remit to Finance Office

Sales Tax Rate:	<input type="text" value="0.00%"/>	\$
Shipping & Handling:		\$
Labor Charges:		\$
Deposits/Discounts:		\$
Total:		\$

Authorization

Requested By:	<input type="text"/>		
	PRINT NAME	SIGNATURE	DATE
Department Approval:	<input type="text"/>		
	PRINT NAME	SIGNATURE	DATE
If over \$500, approved by:	<input type="text"/>		
	PRINT NAME	SIGNATURE	DATE

Finance Office Use Only