



**University of
Pittsburgh**

Purchase Requisition

PROCEDURES 05-02-05
PLEASE TYPE OR PRINT CLEARLY
DO NOT COMPLETE SHADED AREAS

LINE	TYPE	CATEGORY	ITEM DESCRIPTION/CATALOG NUMBER	QTY	UNIT	UNIT PRICE	AMOUNT	HAZ
1								
2								
TOTAL ESTIMATED COST								
TOTAL								

REQUISITION NUMBER:	_____
PO NUMBER:	_____
BUYER:	_____ EXT: _____
SUPPLIER:	_____
DELIVERY DATE:	_____

- DIRECTED SOURCE - JUSTIFICATION ATTACHED
- CAPITAL EQUIPMENT REQUEST
- US GOVERNMENT FUNDS

Suggested Supplier Name and Phone Number

ACCOUNT DISTRIBUTION

LINE	QTY	ACCOUNT NUMBER						TRACKING NUMBER	REQUESTER	EXTENSION	DATE
									DELIVER-TO PERSON (IF OTHER THAN ABOVE)		EXTENSION
									DELIVER-TO LOCATION		
									NEED BY DATE		
									APPROVED		DATE
									NOTES		