University of Alaska Southeast
Ketchikan Campus
Procurement Office

2600 7th Ave
Ketchikan, Alaska 99901-5798 Tel. (907) 225-6177

PURCHASE REQUISITION

THIS IS NOT A PURCHASE ORDER

Shaded Portions for Procurement Use Only:

SHIP TO:

DATE _____

KE

Dept. Phone No. _____

Date Items Needed _____

Ship VIA _____

SUGGESTED SUPPLIER(S):

VENDOR I.D. No. _____

TO:

DELIVERY DATE	BID / QUOTE NO.	SHIP VIA	F.O.B.	TERMS	P.O. NO.

SEE REVERSE FOR INSTRUCTIONS

BUYER:

ITEM	COMPLETE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00

TO BE USED FOR:

Send Dept. Copies of P.O. to:

Estimated Freight Cost _____

GRAND TOTAL: $0.00

ACCOUNT NUMBER				
ITEM	ORG.	OBJ.	FUND	AUTH. AMT.

Spec. Proc. _____ _____

FEDERAL GRANT OR CONTRACT NO. _____

Requisitioned by: _____
Signature Date

Approved by: _____
Signature Date

I approve this purchase and certify that property has been screened for campus / statewide availability as required by University property regulations

ACTION REQUESTED	APPROVED	DISAPPROVED
☒ PURCHASE ORDER	☐	☐
☐ CHECK REQUEST	☐	☐
☐ CASH PAY P.O.	☐	☐
☐ LIMITED P.O.	☐	☐
☐ BRAND NAME ONLY *	☐	☐
☐ SOLE SOURCE *	☐	☐
☐ EMERGENCY *	☐	☐
Confirming P.O. No.		
☐ MODIFICATION	☐	☐
To P.O. No.		

* Attach justification

Budget Approval: _____
Signature Date

Procurement Officer Approval: _____
Signature Date