For Purchasing Use Only
Requisition #: ____________
Date: _________________
P.O. #: _________________

DATE: __________________

VENDOR NAME AND ADDRESS: ____________________________
________________________________________________________
________________________________________________________

CHECK SOURCE OF PRICING:

Current Catalog
Quotation (Written) Please Attach
Telephone Quote By: ____________________________

REQUESTED BY: ____________________________
DEPARTMENT: ____________________________
APPROVED (DEPT HEAD): ____________________________

TELEPHONE EXT #: _________________
DATE NEEDED: _________________

DEPARTMENT ACCT. CHARGE: ____________________________

ALL SUPPLIES AND EQUIPMENT MUST BE ORDERED THROUGH THE PURCHASING DEPARTMENT

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>CATALOG NUMBER</th>
<th>ARTICLE (FURNISH COMPLETE SPECIFICATIONS)</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
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WHITE COPY - PURCHASING • PINK COPY - DEPARTMENT