

MOUNT HOLYOKE

MOUNT HOLYOKE COLLEGE

Purchase Requisition

Date: _____

Purchase:	
Confirm:	
P.O. #	

Vendor Name: _____

Address: _____

Vendor Contact: _____ Desired Delivery Date: _____

Vendor Tel #: _____ Deliver To: _____

Vendor Fax #: _____ Comments: _____

Accounting Distribution	CO 0010 <i>(4 max)</i>	Acct. Unit [] <i>(6 max)</i>	Account [] <i>(5 max)</i>	Sub-Account [] <i>(4 max)</i>	Activity (if required) [] <i>(6 max)</i>
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Qty	Unit of Measure	Description	Part #	Unit Price	Total Price

Accounting Distribution	CO 0010 <i>(4 max)</i>	Acct. Unit [] <i>(6 max)</i>	Account [] <i>(5 max)</i>	Sub-Account [] <i>(4 max)</i>	Activity (if required) [] <i>(6 max)</i>
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Qty	Unit of Measure	Description	Part #	Unit Price	Total Price

Purchasing reserves the right to substitute vendors	Subtotal	
Requested By: _____	S/H	
	TOTAL \$	

Department: _____

Approved By: _____

Phone #: _____ Date: _____

Purchasing, 6 Skinner Hall or Fax x2227