




Please contact Purchasing, 703-993-2580, with questions regarding the proper use of this form.

**George Mason
University**

**PURCHASE
REQUISITION**

835457

Sample Sample

SUGGESTED VENDOR		DELIVERY INSTRUCTIONS		DEPARTMENTAL APPROVAL	
		DELIVER TO:		DATE NEEDED:	
		DEPARTMENT:		FUND CODE:	
		TELEPHONE:		APPROVAL SIGNATURE	
		BUILDING:			
		ROOM NUMBER:			
				TITLE:	
ITEM NUMBER	DESCRIPTION OF ITEM/SERVICE DESIRED	QUANTITY	UNIT	UNIT PRICE	EXTENSION
					
					TOTAL AMOUNT OF REQUISITION:

+++ FOR BUYER=S USE ONLY +++

VENDOR ADDRESS:	CONTRACT NO:
	FOB:
	DELIVERY:
CONTACT:	BUYER:
PHONE:	REMARKS:
EIN/SSN:	