Requisition For a Purchase Order

St. Thomas University

Assigned PO Number:

Name & Address of Supplier

Requested by:

Department/Grant/Office:

Date:

Authorized by:

Phone: Fax:

Budget Category:

Item	Quantity	Description	Unit Cost	Estimated Cost
			Total:	

Special Instructions:

The Financial Services Office will not accept responsibility for orders placed outside of the university without a purchase order.
Requisitions placed in April only should show the budget year.