

**Marymount Manhattan College
Requisition Form
Purchasing Department**

Suggested Supplier (Vendor) Information

Is this a new vendor?

You must provide complete Name and Address

Phone:

Fax:

Email:

Please Issue:

Purchase Order: _____

Blanket Purchase Order: _____

Change Order: (PO# Required)

Mail check

E-check

Please submit with this requisition any pertinent information to be mailed with the check. Label this documentation: "To be mailed with check"

Purpose for requested materials/services and additional requests:

Budget Code			Description and Specifications	Quantity	Unit Cost	Total
xx	xxxxx	xxxxx				

Date:

Estimated Shipping and Handling Costs:

Initiated by (sign and type)

Grand Total:

Division/Dept Chair (sign and type)

Date:

Vice President's Approval

Date:

President's Approval (over 25,000)

Date:

-----Do Not Write Below this Line – Purchasing Department Use Only-----

Comments: