

PURCHASE REQUISITION

Elizabethtown College

TODAY'S DATE:

DATE NEEDED:

ISSUE CHECK

ISSUE PETTY CASH
(request must be \$75 or less)

PAYABLE:

ADDRESS or SMB and ID#

SEND CHECK TO:

DESCRIPTION

TOTAL \$ AMOUNT

TIME PERIOD FOR SERVICE / CONTRACT*

*services / contracts that extend beyond 6/30 will be proportionately allocated to the next fiscal year.

REQUESTED BY

DEPARTMENT/CLUB

ACCOUNT #

APPROVED BY

*** Please attach invoice(s), receipt(s), contract(s) or other documents to support the expense(s) being paid through the purchase requisition form. Payment will not be made without supporting documentation.**

*** Payments for services rendered requires a Form W-9 from the payee if not already on file in the Business Office.**

*** Purchase requisitions must be submitted by 12 p.m. on Wednesday to be included in the current week's payment batch**