

**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