

**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 \$50,000)

**Date:**

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

**Comments:**