ANGELO STATE UNIVERSITY

Purchase Requisition

DIRECTIONS:
1. Prepare for all purchases regardless of amount.
2. Prepare in duplicate: original for Purchasing.
   copy for Department.
3. Reference sources with complete address and zip code.

_____
DATE

Please supply the following items for: _____
Area # Account # FY-Req. #

Department _____

Item No.	Complete description and specification of item(s)	Quantity	Unit Price	Extension
	"All service and/or parts covered by this requisition is to be exclusively used for repair to and on ASU property." **This requisition can be more efficiently and expeditiously processed when you supply the following information: Intended use and/or application of purchased item, and full justification or your suggestion as to type, brand, etc.** **Failure to supply pertinent facts may require its return to you for completion.**			

_____
Suggested Source of Supply, NAME & FULL ADDRESS

FUNDS AVAILABLE _____
PURCHASING OFFICE

APPROVED _____
Head of Department

APPROVED _____

ASU Form - F-1
Revised 8/07