FIS PO# _____

OREGON STATE UNIVERSITY
DEPARTMENTAL REQUISITION

1. This form required for all procurement *not* delegated to departments
2. Allow ample lead-time to permit bidding, award, purchase and delivery at the lowest possible price.
3. The person approving this requisition is primarily responsible to see that budgeted funds are available.
4. If single source costing over $2500, attach letter of explanation.
5. If trade is requested, attach PDR.

Vendor (name, address, city, zip code & telephone number)	OTHER VENDORS (optional) 1. 2. 3.
Today's Date: Quotation Source ☐ Verbal ☐ Catalog ☐ Estimated ☐ Written (please attach) Date Required: Contact Name and Telephone:	Environmental & Molecular Toxicology ATTN: _____ Buyer Code: _____ Ship to Code: _____

Special Instructions:

Item No.	Catalog/Model No.	Description	Qnty.	Unit	Unit Price	Total Price (FOR OFFICE USE ONLY)
					Total	$

Index No.	Account Code	Activity Code	Amount	Amount Paid

DO NOT WRITE IN THIS SPACE

Quotation: _____ Banner Req. No. _____

F.O. B : _____ Date: _____

Terms: _____ Confirming? _____

Delivery: _____ Approved: _____

Signature: Initiator or Principal Investigator

_____
Authorized Signature

_____
Authorized Signature

DISTRIBUTION: *Original only to Purchasing*