



**OREGON STATE UNIVERSITY
PURCHASE REQUISITION**

				BANNER PO #:			
REQUISITION DATE:				DATE REQUIRED:			
PROPOSED VENDOR INFORMATION:				DEPARTMENT INFORMATION:			
COMPANY:				DEPARTMENT:			
ADDRESS:				CONTACT NAME:			
CITY, STATE ZIP:				TELEPHONE:			
CONTACT NAME:				FIS APPROVER:			
TELEPHONE:				TELEPHONE:			
VENDOR CODE:		BUYER CODE:		ORG CODE:		SHIP TO CODE:	
ITEM NO.	CATALOG OR MODEL NO. & DETAILED DESCRIPTION			QTY	UNIT	UNIT PRICE	TOTAL PRICE
						TOTAL	
INDEX / FUND		ACCOUNT CODE		ACTIVITY		AMOUNT	
SPECIAL INSTRUCTIONS:				DEPARTMENT APPROVAL (Required if BC does not check option in BC approval):			
				NAME/TITLE:			
				SIGNATURE:			
				BUSINESS CENTER APPROVAL: Required for purchases subject to BOLI PWR at any dollar level and for other purchases of goods and services at or above \$25,000			
				Business Center confirms that (check one - If not, department signature is required):			
				<input type="checkbox"/> Business Center has documentation of department approval on file OR			
				<input type="checkbox"/> Business Center has delegated budget authority to approve this purchase			
				NAME/TITLE:			
				SIGNATURE:			
				DEAN OR VICE PROVOST APPROVAL: Required for purchases above \$100,000			
				NAME/TITLE:			
				SIGNATURE:			