Please use this form to assist you with MUNIS requisitions. Once complete, provide to the designated secretary/bookkeeper for further processing into MUNIS. The Purchasing Department will only process MUNIS-generated requisitions.

REQUISITION TEMPLATE

CLEAR

DEPARTMENT/LOCATION COST CENTER:
ABXXX or ACXXX
REQUESTOR NAME:
YOUR NAME
REQUESTOR eNUMBER:
YOUR eNUMBER

DATE NEEDED:
GENERAL DESCRIPTION:
LIBRARY BOOKS
VENDOR NO.:
31220

PURCHASED FROM (VENDOR): *Vendor name & address*
FOLLETT LIBRARY RESOURCES

SHIP TO:
YOUR SCHOOL NAME YOUR SCHOOL ADDRESS SAN ANTONIO, TX 78XXX
MARK FOR:
YOUR NAME / LIBRARY

ITEM NO.	QUANTITY	DESCRIPTION OF GOODS -SIZE, COLOR, QUANTITY, ETC., WHEN APPLICABLE	UNIT PRICE	TOTAL AMOUNT
1	1.0	LIBRARY BOOKS NOT TO EXCEED PROCESS AS PER NISD / (YOUR SCHOOL) SPECS ON FILE. CONTINUE BARCODE SEQUENCE ON FILE. AS PER BID #: 2006-204 MAKE ONE SHIPMENT. DO NOT BACKORDER. **NOTE TO LIBRARIAN: IF YOUR ATTACHED LIST IS 1-5 PAGES, SAVE AS CUTE PDF AND EMAIL TO YOUR BOOKKEEPER WITH THIS TEMPLATE. IF YOUR ATTACHED LIST IS 6 OR MORE PAGES. PRINT OUT AND GIVE TO YOUR BOOKKEEPER. THE ATTACHMENT. CLEARLY MARKED WITH THE REOUISITION NUMBER. AND A COPY OF THE REOUISITION. WILL BE PONIED TO PURCHASING.**	4,999.00	4,999.00
		TOTAL:		$4,999.00

COST CTR	FUND	FUNC	OBJECT	SUB-OBJ	ORG	PGM	ED SPAN	AMOUNT	
ABXXX	199	12	6329	07	XXX	99	000	4,999.00	