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:
REQUESTOR NAME:
REQUESTOR eNUMBER:

DATE NEEDED:
GENERAL DESCRIPTION:
VENDOR NO.:

PURCHASED FROM (VENDOR): *Vendor name & address*

SHIP TO:
MARK FOR:

ITEM NO.	QUANTITY	DESCRIPTION OF GOODS -SIZE, COLOR, QUANTITY, ETC., WHEN APPLICABLE	UNIT PRICE	TOTAL AMOUNT
			TOTAL:	$0.00

COST CTR	FUND	FUNC	OBJECT	SUB-OBJ	ORG	PGM	ED SPAN	AMOUNT	