

# MASSART

MASSACHUSETTS COLLEGE  
OF ART AND DESIGN

## PURCHASE REQUISITION

REQUISITIONER	DATE	REQUISITIONERS SIGNATURE	DATE	
DEPARTMENT	TRUST FUND CUSTODIAN SIGNATURE		DATE	
SUGGESTED VENDOR – NAME , ADDRESS , PHONE & FAX	GENERAL LEDGER ACCOUNT NUMBER  _ _ _ - _ _ _ - _ _ _ - _ _ _ - _ _ _ - _ _ _			
DESCRIPTION OF ITEMS	QTY	UNITS	UNIT PRICE	TOTAL PRICE
<b>PURCHASING OFFICE ONLY</b>	<b>PROCESSED BY:</b>	<b>DATE:</b>	<b>PO#</b>	<b>TOTAL:</b>

- Requisitions over \$5,000 require the signature of the area VP prior to being submitted to Purchasing, and the VP of Administration & Finance before a purchase order will be issued.
- Requisitions not signed by the proper trust fund custodian or not coded with budget information will be returned.
- Please note that this is not a purchase order. A purchase requisition is an internal document, not valid for external use. Please keep the pink copy for your records. The yellow copy will be returned to the requisitioner once the order has been placed.
- Requisitions exceeding one page must be typed as an attached list.