



## Request For Purchase

This is an SDLC INTERNAL document only !

### SUGGESTED VENDOR:

New Vendor { }

Pre-established Vendor { }

Vendor: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Fax: \_\_\_\_\_

Other Address: \_\_\_\_\_

**BILLABLE**    Yes { }    No { }

**Customer to be billed:**

**Project:**

REQUISITIONER	DEPT	SHIP METHOD	TERMS	Today's Date	DATE NEEDED
QTY	PRODUCT NUMBER	DESCRIPTION		APPROX. PRICE	EXTENDED PRICE
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Management Approval		SUBTOTAL	\$ -
Dept Manager/ Director Signature	Date	SALES TAX ( 5 %)	\$ -
Accounting Manager- For budget tracking	Date	SHIPPING & HANDLING	\$ -
		OTHER	\$ -
		TOTAL	\$ -
In Budget:	Not in Budget:	BUSINESS PURPOSE:	
VP	Date		
COO/ CTO (as appropriate)	Date		
CFO	Date		
GEO	Date		

ACCOUNTING USE ONLY:			
DEPT	G/L ACCOUNT	G/L ACCOUNT NOTES	RFP #

