



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

This purchase includes or will include federal funding when it becomes available. Yes No TOTAL

INDEX / FUND (Required)	ACCOUNT CODE (Required)	ACTIVITY (Optional)	AMOUNT (Required)

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
	<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 \$150,000
	NAME/TITLE:
SIGNATURE:	