|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nevada System of Higher Education |  |  |  |  |  |  |  | Requisition Date: |        |
| Business Center North, Purchasing Department |  |  |   | REQUISITION NO. |
| Reno, Nevada 89557-0064 |  |  |  |  |  | RX |   |   |   |  |    |    |    |    |  |    |    |    |    |  |
|  |  |  |  |  |  |  |  |   | AGCY |   | ORGN |  Unique 4 Digit # |
| PHONE: (775) 784-6552 FAX: (775) 784-6017 |  |  |  |  |  |  |  |  |  |  |  |  |
| **PURCHASE REQUISITION WORKSHEET** |
| Responsible Person |  | Department Name |  | Requested By |  |  |  |  | Phone |
|        |  |        |  |        |  |        |
| Delivery Bldg/Room No. |  | Suggested Vendor Name/Code |  |  |  |  |  |  |  |  |  |  |
|        |  |         |
| Mail Stop |  |  | Address |  |  |  |  |  |  |  |  |  |  |  |  |
|        |  |        |
| Required delivery date: |  | City, State, Zip Code |  |  |  |  |  |  |  |  |  |  |  |
|        |  |        |
|   |  | Vendor Contact/Phone |       |  |  |  |  |
| ACCOUNTING DISTRIBUTION |
| LINE | FUND | AGCY | ORGN | OBJT | SUB-OBJT | JOB # | TOTAL EXPENDITURE |
| 1 |      |     |      |    |    |   | $       |
| 2 |      |     |      |    |    |   | $       |
| 3 |      |     |      |    |    |   | $       |
| 4 |      |     |      |    |    |   | $       |
| Federal Funds: Yes [ ]  No [ ]  |  |  |  |  | TOTAL | $       |
| Grant/Contract No.: |        |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| COMMODITY INFORMATION |
| LINE | QUANTITY | UNIT | COMM CODE | UNIT COST | EXTENDED COST | ACCT REF | TEXT |
| 001 |        |        |        | $      | $       |        |        |
| Description:       |
|  |
|  |
|  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| LINE | QUANTITY | UNIT | COMM CODE | UNIT COST | EXTENDED COST | ACCT REF | TEXT |
| 002 |        |        |        | $       | $       |        |        |
| Description:       |
|  |
|  |
|  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| LINE | QUANTITY | UNIT | COMM CODE | UNIT COST | EXTENDED COST | ACCT REF | TEXT |
| 003 |        |        |        | $       | $       |        |        |
| Description:       |
|  |
|  |
|  |
|  |
|  |  |  |  |  |  | TOTAL | $       |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Authorized Signature: |   | Date: |        |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other Required Approvals: |   | Date: |        |  |

Rev: 9/28/2011

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 004 |        |        |        | $       | $       |        |        |
| Description:       |
|
|
|
|
| 005 |        |        |        | $       | $       |        |        |
| Description:       |
|
|
|
|
| 006 |        |        |        | $       | $       |        |        |
| Description:       |
|
|
|
|
| 007 |        |        |        | $       | $       |        |        |
| Description:       |
|
|
|
|
| 008 |        |        |        | $       | $       |        |        |
| Description:       |
|
|
|
|
| 009 |        |        |        | $       | $       |        |        |
| Description:       |
|
|
|
|
| 010 |        |        |        | $       | $       |        |        |
| Description:       |
|
|
|
|
| TOTAL:       |
| SPECIAL INSTRUCTIONS AND COMMENTS:      |