

REQUISITION



Fiorello H. LaGuardia Community College
 The City University of New York
 31-10 Thomson Avenue, Long Island City, NY 11101
 Telephone (718) 482-7200

Instructions are on the reverse side
Remove and retain the last (Pink) copy
For your records

I HEREBY CERTIFY THAT THIS PURCHASE IS NECESSARY AND THE EQUIPMENT REQUIRING SPECIAL HANDLING AND/OR INSTALLTION HAVE BEEN APPROVED BY THE BUILDING AND GROUNDS DEPARTMENT.

DATE: _____

DEPARTMENT: _____

REQUISITION BY: _____

APPROVED BY: _____
 SIGNATURE

DEPARTMENT CODE NO.: _____

VENDOR'S FEDERAL I.D.# _____

DELIVER TO ROOM #: _____

SUGGESTED _____

UNITS	SERVICE OR ARTICLE REQUESTED	UNIT PRICE	AMOUNT
		\$	\$
TOTAL			\$

FOR PURCHASING USE ONLY

PURCHASING VALIDATION STAMP

PURCHASE ORDER NUMBER: _____

SPECIAL BUDGET NUMBER: _____

APPROVED BY: _____
 PURCHASING AGENT

BUDGET CODE NUMBER: _____