

Purchase Request

Type of purchase: Office supplies (pens, paper, etc.) Other (PCs, furniture, services, subscriptions, etc.) Printing (Business cards, brochures, etc.)

Requested by

<i>Name</i>	<i>Date</i>	<i>Cost Center/Work Unit</i>
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Item descriptions

Vendor	Product Code	Description (Include make and model for equipment)	Unit of Measure	Quantity	Cost	Total Cost

Authorization

<i>Bureau Chief Signature (For all orders)</i>	<i>Division Administrator Signature (For orders above \$500)</i>	<i>Document Total</i> <input style="width: 100%; height: 40px;" type="text"/>
<i>Director or Deputy Director Signature (For orders above \$1,000)</i>	<i>Fiscal Bureau Signature (For orders above \$1,000)</i>	

Delivery

For print jobs only

<i>Deliver to (address)</i>	<i>Delivery date desired</i>	Reprint? <input type="checkbox"/> Yes <input type="checkbox"/> No	Revision? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Notes/Delivery instructions/Printing instructions