

# ADCS REQUISITION

Req.#/PO#/Doc.# \_\_\_\_\_

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

\*Type of Purchase: \_\_\_\_\_

\*Requester: \_\_\_\_\_

@FEIN \_\_\_\_\_

\*Ext. \_\_\_\_\_ \*Today's Date: \_\_\_\_\_

\*Address \_\_\_\_\_

\*Requested "Order by" Date: \_\_\_\_\_

\*Contact \_\_\_\_\_

\*Requested Delivery Date: \_\_\_\_\_

\*Phone # \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Ship Date: \_\_\_\_\_

\*Fax # \_\_\_\_\_

\* Website URL: \_\_\_\_\_

Item:									
<u>Quantity:</u>	<u>Catalog/Part Number:</u>	<u>Description:</u>	<u>Unit Price:</u>	<u>Total:</u>	<u>Protocol:</u>	<u>Group:</u>	<u>Acct. #</u>	<u>Index</u>	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Page Total: \_\_\_\_\_

\*Purpose/Justification: \_\_\_\_\_

\*Special Instructions: \_\_\_\_\_

## Signatures:

\* Requester: \_\_\_\_\_ \*\* Authorized Approval: \_\_\_\_\_

Date

\*\* Approval Signature for Equipment Purchases (only): \_\_\_\_\_

Date

Financial: \_\_\_\_\_  
Date

@ Buyer initials: \_\_\_\_\_ Rec'vd Date: \_\_\_\_\_ Ent. Date: \_\_\_\_\_ Comp. Date: \_\_\_\_\_

## Instructions:

\* Requester: Fill in the following areas: **Vendor:** Address, Contact, Phone #, Fax #, Website URL; **Requester:** Phone Extension, Today's Date, "Order by" Date, Delivery Date; **Type of Purchase:** (Check appropriate box), Item, Quantity, Catalog/Part Number, Description, Unit Price, Total, Protocol/Group, Purpose/Justification (must explain how the purchase benefits the Federal grant), Special Instructions (if necessary) and Requester Signature. Obtain Authorized Approval signature and date, then submit completed request to Finance Administrator.

\*\* **Authorized Approval:** Supervisor or manager to verify that the Requester has supplied the proper information listed above then sign and Date.

@ Buyer: Verify that content of request is properly filled in by Requester and signed by Supervisor. Obtain Financial Signature, account and index numbers. Enter into IFIS for #.

Financial: These shaded areas for Fiscal Personnel only: