University of Alaska Anchorage, Kodiak College Procurement Office
117 Benny Benson Drive
Kodiak, Alaska 99615
Ph: 907-486-1242 Fax: 907-486-1257

PURCHASE REQUISITION

THIS IS **NOT** A PURCHASE ORDER

Shaded Portions for Procurement Use Only

SHIP TO:

Vendor ID. No./ Seq: _____

DATE:

Dept. Phone:
Date Items Needed:
Ship VIA:

SUGGESTED SUPPLIER(S):

DELIVERY DATE	BID/QUOTE NO.	BUYER	P. O. NO.

ITEM	COMPLETE DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
TO BE USED FOR:				FREIGHT	
Send Dept. Copies to:				GRAND TOTAL	$0.00

ACCOUNT NUMBERS

ITEM	ORG.	OBJ.	FUND	AMOUNT

Requisitioned by: _____
Signature Date

Approved by: _____
Signature Date

for campus / I approve this purchase and certify that property has been screened statewide availability as required by University property regulations.

ACTION REQUESTED	APPROVED	DISAPPROVED
☐ PURCHASE ORDER	☐	☐
☐ CHECK REQUEST	☐	☐
☐ LIMITED P.O.	☐	☐
☐ BRAND NAME ONLY *	☐	☐
☐ SOLE SOURCE*	☐	☐
☐ EMERGENCY* Confirm P.O. #	☐	☐
☐ MODIFICATION* To P.O. #	☐	☐

* Attach justification

Procurement Officer Approval: _____
Signature Date

Clear Form

Print Form