Type Information in Appropriate Fields, Press <TAB> Button to Move Between Fields. When Finished, Print Completed Form, Have Manager Sign, Then Scan or FAX To Purchasing Department (407-646-2434).

Clear Form Data

!! Please Remember To Click On The "Clear Form Data" Button After You Have Successfully Printed Your Application !!

ROLLINS COLLEGE

PURCHASING DEPARTMENT
1000 Holt Avenue – 2714
Winter Park, FL 32789-4499
(407) 646-2112 • (407) 646-2434

Purchase Requisition

For College Use Only – Not A Valid Contract

Dept. _____ Box _____

Contact Person _____

Phone _____ Date _____

Department Approval _____

Budget #: _ _ _ _ _ _ - _ _ _ _ _ - _ _ _ _ _
FUND ORG ACCT

PO No. _____ Blanket PO No. _____

Vendor No. _____

Vendor Name / Address / Phone

_____
_____
_____
_____

Type of Order:

☐ Standard – Purchasing will place order

☐ Fax PO to: _____

☐ Check required – Vendor will not accept PO

☐ Confirming – order has been placed by department

☐ Merchandise received – invoice attached

Special Instructions:

Delivery date required _____

Deliver to Building/Room _____

Ship by: ☐ Best means ☐ Second Day Air ☐ Overnight

Ship to: ☐ Central Receiving
☐ Vendor deliver to Department
☐ Department pick up

Quanity	Catalog No.	Description (Attach Specification or Proposals from vendors)	Unit Price	Total
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

Grand Total: $0.00

Purchasing Approval: _____ **Received By:** _____ **Date:** _____

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