NSTRUCTIONS: This request must bear all necessary approval signatures and be complete before it is presented to the Bursar=s Office. Make sure you include sales tax and shipping. Retain a copy for your files. Please note that Trust & Club accounts do NOT have Org & Program numbers. INCORRECT REQUEST FORMS WILL BE RETURNED.

# PURCHASE REQUISITION

**Fullerton College Bursar's Office**

| Fund: | Organization: | Account: | Program: |
|---|---|---|---|
| Account Description: | | | |
| Requested by: | | Date: September 8, 2017 | |

**VENDOR INFORMATION:**

| | |
|---|---|
| Name | @ |
| Address | |
| City, State, Zip | |

**Special Instructions:**

_____Will call for PO _____Will call for check _____Journal entry

_____Mail PO to vendor _____Mail check to vendor

| Quantity | Description of Article or Service Required | Amount |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Sales Tax | |
| | Estimated Total | |

**Approvals:**

Club/Officer: _____ Date: _____

Advisor: _____ Date: _____

Student Activities Director: _____ Date: _____

Division Dean: _____ Date: _____

Business Office Designee: _____ Date: _____