

TITLE III
PURCHASE REQUISITION
TALLADEGA COLLEGE
TALLADEGA, ALABAMA

Purchase Order Number _____

TO:

1. Send the Original and one copy of requisition to the Business Office
2. Keep the third copy of the requisition for your file

DATE OF REQ.	DEPARTMENT	ACCOUNT NO. AND OBJECT CODE
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SHIP TO:	TELEPHONE	DATE NEEDED
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ITEM	QTY.	UNIT	DESCRIPTION/SPECIFICATIONS	COST	PER	TOTAL PRICE

Signature of Requestor

Printed Name of Requestor

APPROVED: _____
Dept. Head/Director

APPROVED: _____
Chairman of Division

VP for Fiscal Affairs

Total Available \$ _____

Total Amt. Of Req. \$ _____

Bal. Carried Fwd. \$ _____