UNIVERSITY OF HAWAII REQUISITION

CAMPUS MA

DATE

PURCHASE ORDER NO.

DELIVER TO: (INCLUDE DEPARTMENT NAME)

ACCOUNT CODE

FEDERAL FUNDS APPLY: YES ☐ NO ☑

VENDOR

REQ'NER TEL NO.	REQUISITION NO.	VENDOR CODE

REQUISITIONER

OTHER VENDORS CONTACTED AND THEIR QUOTATIONS

1.

2.

3.

4.

DELIVER ON/BEFORE	DELIVER PREPAID VIA

F.O.B. POINT IS THE SAME AS DELIVERY POINT UNLESS INDICATED OTHERWISE HEREAFTER

F.O.B.

CONTRACT/PRICE LIST/QUOTATION NO.	DISCOUNT TERMS

ITEM NO.	QUANTITY	DESCRIPTION—UNIT PRICES ARE E(ESTIMATED) OR F(FIRM)	OBJECT CODE	E/F	UNIT PRICE	AMOUNT
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
					TOTAL →	$0.00

COMMENTS

EQUIPMENT TO BE LOCATED:

BLDG. RM.

OR INCORPORATED INTO EXISTING EQUIPMENT:

DECAL NO. (OR P.O. NO. IF DECAL NOT ISSUED)

I CERTIFY THAT THIS PURCHASE SUPPORTS THE UNIVERSITY PROGRAM INDICATED IN THE ACCOUNT CODE BLOCK.

APPROVING AUTHORITY TYPED NAME TITLE

I CERTIFY THAT SUFFICIENT FUNDS ARE AVAILABLE IN THIS ACCOUNT FOR THIS PURCHASE AND THAT THIS PURCHASE IS IN ACCORDANCE WITH APPLICABLE UNIVERSITY POLICIES AND PROCEDURES.

TELEPHONE NO. 956-6054

Annette Chang

FISCAL OFFICER DATE

F.O. CODE NO. 076

FOR ASSISTANCE IN COMPLETING THIS FORM, PLEASE REFER TO UNIVERSITY OF HAWAII ADMINISTRATIVE PROCEDURES MANUAL, VOLUME IIA, BUSINESS AND FINANCE, A8.200, ATTACHMENTS 250.1 AND 250.2, REQUISITIONS.

REV.7/1/96