

**HAMPTON UNIVERSITY
REQUISITION**

ORDER NO. _____

TO: PURCHASING DEPARTMENT

Index _____

Fund _____

Order For: _____

Organization _____

DATE: _____

Account _____

Program _____

ORDER TO BE FILLED BY:

Vendor Name _____

Street Address _____

City, State, Zip _____

REQUEST		DESCRIPTION	UNIT PRICE	AMOUNT	APPROVALS
QUANTITY	UNIT				
					Special or Division
					Budget Executive
					Provost
					Budget Control
					Purchasing Director
					V.P. for Business Affairs/Treasurer
		TOTAL			

Fixed Asset Use Only	
Custodian	_____
Building	_____
Room Number	_____

ORDER BY: _____