DSC
DALTON STATE COLLEGE

DATE: _____

Department Requisition No.

PURCHASE REQUISITION

SUGGESTED VENDORS:

NAME _____

ADDRESS _____

_____

PHONE NO. _____

FAX NO. _____

VENDOR NO. _____

SPECIAL INSTRUCTIONS

REQUESTED DELIVERY DATE	DEPARTMENT NAME	STATE CONTRACT NUMBER

Item No.	NIGP Code	Description	Quantity & Unit	Unit Price	Total Price

Dept Acct No. _____

Grand Total _____

P Card ◯ Check ◯

Purchase Order ◯

OCIS Approval _____
(COMPUTER RELATED ORDERS)

Requested by _____
DEPARTMENT HEAD

Approved by _____
FISCAL AFFAIRS

Reset Form