Central Connecticut State University Purchasing Requisition

		Internal use ONLY – NOT a Purchase Order. Products or services ordered and shipped without valid purchase orders are not considered contractual obligations of CCSU and if delivered shall be refused and returned to the vendor at no cost to CCSU.					Requisition Number		
Approved by (Budget Authority)			Date	Requisition	Requisition total dollar value		Date of Request		
Department Charged Reque			ested by	Telephone #	:	Date	te Required		
Deliver 1	to – (Dept Na	me/Building/Roon	n Number/End User)					
Docum	nent Text		Contract Award Number Does Price Include Delivery? Yes [] No []						
Item No.	Quantity	Unit	Description			Banner Index	Unit Price	Extension	
							TOTAL	\$	
Vendor Name:		Vendor Name:Address:			Vendor Name:				
Account Distribution: OR PURCHASING DEPT USE		Banner Index	Account S	Subcode	Percent	Amo	unt		

Assigned to ______ FOB Code _____ Terms _____ Delivery Date _____ PO # ____