

EASTCONN Manual Requisition Form

Blanket PO Yes No

DEPARTMENT CONTROL NUMBER			SHIP TO	
DATE CREATED				
CREATED BY			VENDOR NAME & ADDRESS	
VENDOR NO.				
QTY	UNIT PRICE	ITEM TOTAL	DESCRIPTION	
REQUISITION SUB TOTAL				
SHIPPING/HANDLING CHARGES				
REQUISITION GRAND TOTAL				
ORG/OBJECT CODE TO BE CHARGED			AMOUNT	
The "Total" amount shown at right MUST match the amount shown in the "Req Grand Total" field.			TOTAL	
AUTHORIZED BY		DATE	AUTHORIZED BY	DATE

THIS IS NOT A PURCHASE ORDER