

DEPARTMENT OF PROCUREMENT SERVICES PURCHASE REQUISITION

I D E A FUSION

ODU CONTRACT#/STATE CONTRACT#		DATE:		R		ORDER A	OT A PURCHASE ND IS NOT TO BE VENDORS TO	
DELIVER TO: Old Dominion University		ORDERING AGENCY/CONTACT	<u> </u>	SOLE SOURCE		PLACE AN		
		BUDGET CODE/ SUB-OBJECT CODE(S)		REQUEST SOLE SOURCE VENDOR:				
		. ,		PREPAYMENT		_		
		TELEPHONE#		YES N	IO 🗆			
SUGGESTED VENDOR NAME:		FINITION I		INVENTORY INFORMATION REQUIRED FOR ALL				
ADDRESS:		FIN#/SSN/IFIS#		EQUIPMENT TRUST FUND ITEMS AND OTHER EQUIPMENT OVER \$5,000.00			DOTHER	
		CONTACT:		FINAL LOCATION OF EACH UNIT (USE A				
		TELEPHONE:#		SEPARATE SHEET IF NECESSARY).			EA	
		FAX:#		BUILDING:				
		1 AA.#		ROOM#				
	LINSTRUCTIONS/JUSTIFIC							
		TION OF ARTICLES OR SERVICE	DN OF ARTICLES OR SERVICES Ould include the what, where, and how				UNIT TOTAL PRICE PRICE	
INU	Specifications	should include the what, where, and	ı now			PRICE	PRICE	
TOTAL AMOUNT								
DEPT/ADMINISTRATOR AUTHORIZATION								
			AL SIGNATURE	DATE Telephone				
Signature on this form certifies the amount indicated is the actual amount budgeted for this procurement ADDITIONAL DEPT. /ADMINISTRATOR AUTHORIZATION (As Required: Printing, Hazardous Materials, etc)								
NAME (PRINT/Type) ORIGIN		L SIGNATURE		DATE	Telephone			
NAME (PRINT/Type) ORIGINA			SIGNATURE DATE Telephone		alanhana			
TVAIVIL (FRIIVI/Type) ORIGIN.			AL SIGNATURE		DATE	'	elepriorie	
la et			D		-1			
Instructions1. Purchase Requisition must be typed and complete information provided,			Procurement Services Use Only: Date Received:					
prior to forwarding to Procurement Services.			Assigned to Buyer:					
Department forwards original to Procurement Services.			Date Assigned to Buyer:					
3. Department maintain the Department Copy			Date PO issued:					
4. Procurement Services will process order.			PO Number:					

THIS IS NOT A PURCHASE ORDER