

RP/RK

CC#

Brevard College Purchase Requisition

**INSTRUCTIONS:** *Type or print legibly. Send a copy to the Business and Finance Office. Retain a copy for your reference.*

**Date:** **Date Required:** **Account Number**:

**Department:**

**Name/Address/Phone/Website of Suggested Source:** **Name/Signature of Person Requesting Purchase:**

**Name/Signature of Department/Division Chair:**

**Name/Signature of Vice President:**

**ORDER INFORMATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Quantity | Catalog/Stock Number | Description/Specification | Price Per Item | Total |
|  |  |  |  |  |
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|  |  |  |  |  |
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|  |  |  |  |  |
| **Notes:** | | | Subtotal: |  |
| Tax: |  |
| Total: |  |