PROCUREMENT REQUISITION

Nan	ne of the Procuring En	tity:							
Pro	Procuring Entity Code No: Type of Procurement: Subject of Procurement: User Department:	;							
Тур	e of Procurement:								
Sub	ject of Procurement:								
Use	r Department:								
Date	e Required:								
Item No.				Unit of measure		ntity	Estimate unit cost	Estimated total cost	
Fun	d Availability							Balance Fon of Funding3 ag officer unless	
	Vote No.	Prog	rammer/Pro	oject	It	Item Balance Confirmation of Fund	alance		
	atures are required below	to certify:		,					
	Confirmation of Need ¹ (User Department- Originating Officer)			Approval to Proceed wit Procuremnt ² {Authorizing Officer)				ficer unless	
Signature:			Signature:						
Name:				Name:					
				Position					
Date:	ate:			Date:			Date:		

- (Any attachments must be signed by the appropriate authority)
- The works, services or supplies described above required and that the Statement of Requirement is accurate.
- Approval is granted to proceed with the procurement
- Funds are available or budgeted for the requirement