

UNIVERSITY OF KENTUCKY REQUISITION

PURCHASING
OFFICIAL

PAGE 1 OF

THIS IS NOT A PURCHASE ORDER

VENDOR'S COMPLETE MAILING ADDRESS:

Phone: _____ Rep: _____

ORDERING DEPARTMENT:
UNIVERSITY OF KENTUCKY

SHIP TO: (if different than above)
UNIVERSITY OF KENTUCKY

REQUISITION NUMBER		
REQUISITION DATE	REQUIRED DELIVERY DATE	
ACCT#	OBJ. CODE	USER CODE
TERMS	F.O.B.	
P.O. #	ORDER DATE	
DELIVER ON OR BEFORE	VENDOR #	
BID/PCT NO		
COM. CODE		
BUS CLASS	PO TYPE	AUTHORITY
PURPOSE		

ITEM	DESCRIPTION	QUANTITY	UNIT	ESTIMATED PRICE	ESTIMATED COST

LAST AMOUNT IN THIS COLUMN IS THE TOTAL ESTIMATED DEPARTMENTAL COMMITMENT

NOTES

AUTHENTICATION STAMP

INDIVIDUAL MAKING REQUEST AND PHONE NUMBER

APPROVED - DEAN OR ADMIN. OFFICER

DEPARTMENT OF PURCHASING SERVICES