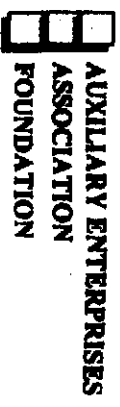


YORK COLLEGE PURCHASE REQUISITION



Suggested Vendor and Address

1 _____ 2 _____ 3 _____ 4 _____ 5 _____	<p style="text-align: center;">PURCHASING OFFICE ONLY</p> Requisition No. Date State Contract No. Group No. Order No. <p style="text-align: center;">DEPARTMENT AND DELIVERY DATA</p> Department..... Attention..... Deliver to Building..... Room.....
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INSTRUCTIONS: 1. Submit to Purchasing Department in TRIPPLICATE. The fourth copy, gold, is retained by the department. The second copy, yellow, will be returned to the department with a requisition number. Use this number for future reference. 2. Each requisition must be for similar commodities. 3. Electrical items must specify a) voltage, b) amper or watts c) 60 cycle A.C. or D.C. d) electrical motors, horsepower, etc.

ITEM NO.	DESCRIPTION OF MATERIAL / SERVICE	QTY.	UNIT	PRICE	AMOUNT

I hereby certify that the items listed above are necessary and are for purposes specified in the budget approved for this department.

DATE: _____ **AUTHORIZING SIGNATURE:** _____

BUSINESS OFFICE: _____

FUNDS:
 are available
 are not available

INITIAL: **DATE:**

	AMOUNT
TOTAL	