



PURCHASE REQUISITION

DEPARTMENT	DATE	ACCOUNT NUMBER TO BE CHARGED	AMOUNT

CAMPBELL UNIVERSITY
 Buies Creek, North Carolina 27506

PURCHASE ORDER NO.

VENDOR	SHIP TO SCHOOL/DEPT ADDRESS ROOM & BLDG
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SHIPMENT IN AFTER RECEIPT OF ORDER		F.O.B.		SHIP VIA	TERMS	QUOTED	OUR NO.	YOUR NO.
ITEM NUMBER	QUANTITY ORDERED	SHIPPING POINT <input type="checkbox"/>	DESTINATION <input type="checkbox"/>	DESCRIPTION			UNIT PRICE	TOTAL

All orders will be placed by the Purchasing Department with the lowest responsible bidder.
 If for any reason special consideration as to supplier is desirable, please give facts in letter attached to this requisition.