

**INSTRUCTIONS:** This request must bear all necessary approval signatures and be complete before it is presented to the Bursar's Office. Make sure you include sales tax and shipping. Retain a copy for your files. Please note that Trust & Club accounts do NOT have Org & Program numbers. **INCORRECT REQUEST FORMS WILL BE RETURNED.**

## PURCHASE REQUISITION

**Fullerton College Bursar's Office**

|                      |               |          |          |
|----------------------|---------------|----------|----------|
| Fund:                | Organization: | Account: | Program: |
| Account Description: |               |          |          |
| Requested by:        |               | Date:    |          |

**VENDOR INFORMATION:**

|                  |   |
|------------------|---|
| Name             |   |
| Address          | @ |
| City, State, Zip |   |

**Special Instructions:**

Will call for PO     
  Will call for check     
  Journal entry  
 Mail PO to vendor     
  Mail check to vendor

| Quantity | Description of Article or Service Required | Amount |
|----------|--|--------|
|          |  |        |
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|          |  |        |
|          |  |        |
|          |  |        |
|          |  |        |
|          | Sales Tax                                  |        |
|          | Estimated Total                            |        |

**Approvals:**

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Student Activities Director: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Designee: \_\_\_\_\_ Date: \_\_\_\_\_