

NON-STOCK (BUY OUT) REQUISITION	GLENDALE COMMUNITY COLLEGE	REQUISITION NO.
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REQUISITION ORIGINATOR:	DISTRIBUTE MATERIAL TO:	REQUISITION DATED:
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CHARGE TO ACCOUNT NO.:	FUNDING YEAR:	ESTIMATED AMOUNT \$	
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SUGGESTED VENDOR:	SPECIAL INSTRUCTIONS:	Items are for replacements as needed. Actual quantities may vary.		REQUISITIONERS DO NOT USE SHADED AREA		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		SHIP TO:	BUYER:	LOGGED:
		CONFIRMING P.O.				
		VENDOR PHONE:		QUOTE SENT:		

COMMODITY CODE	LINE NO.	DESCRIPTION OF MATERIAL	QUANTITY REQUIRED	UNIT OF ISSUE	ESTIMATED UNIT PRICE	Estension
SUBTOTAL						
TAXES @ 9.00%						
TOTAL						

SIGNATURES:	INSTRUCTIONS:	SPECIAL INSTRUCTIONS:
REQUISITIONED BY:	1. TYPE OR PRINT PLEASE. 2. LIMIT ONE ACCOUNT NO. PER REQUISITION. 3. LIMIT ONE VENDOR PER REQUISITION. 4. GIVE COMPLETE VENDOR NAME & ADDRESS. 5. SEND ORIGINAL & "REQUEST FOR QUOTATION" TO PURCHASING.	Please do not order until needed. This is an estimate of what might be needed.
APPROVED BY:		