

## LDCC PURCHASE Requisition

Banner Req ID	
Banner Vendor ID	

Date:		REQ NO.	
Page	1 of _____		

VENDOR	
Name	
Contact	
Address	
City/State	
Phone	
Fax	

DELIVER TO/BILL TO	
Campus	
Address	
Phone	
City/State	
Req. Delivery Date:	
Charged Department:	

Item No.	ITEM # & DESCRIPTION	Quantity	Unit	Unit Price	Amount
1					-
2					-
3					-
4					-
5					-
6					-
7					-
8					-
9					-
10					-
<b>REASON FOR P-CARD USE:</b>					-

Item No.'s	FUND	ORG	ACCOUNT	PROGRAM	ACTIVITY	LOCATION				Amount

\_\_\_\_\_  
Requester Date

\_\_\_\_\_  
P-Card Holder Date

\_\_\_\_\_  
Budget Head Date

\_\_\_\_\_  
Purchasing Date

\_\_\_\_\_  
Chancellor (purchases >\$499.99) Date

\_\_\_\_\_  
Finance Date