WESTERN KENTUCKY UNIVERSITY

Facilities Management

STUDENT AFFAIRS & CAMPUS SERVICES

Western Kentucky University
1906 College Heights Blvd. #11091
Bowling Green, Kentucky 42101-1091

Facilities Purchase Requisition

❑Confirmation ❑PCARD ❑DPR

Requisition # _____

Purchase Order#_____

Suggested Vendor:	WO#:
Address:	Index#:
	PCT#:
	Date Needed:

Item #	Description (Include model or part number)	Qty	Unit	Unit Price	Total
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
		Freight/Shipping			
		Requisition Total			0.00

For:_____ Date:_____

Requested By:_____

Manager- Approval:_____ Date:_____

❑ *Employee needs to run part. (Manager-Approval)*_____

X_____
Approval – Director or Fiscal Service Manager

CLEAR