



### General Purchase Requisition Coversheet

For your convenience, complete this form and attach it to your requisition. Include necessary documentation to ensure accurate and timely processing. The completion and submission of this form with the requisition is highly recommended.

#### Department & Contact

\*Department / Division:

\*Date:

\*Preparer Name:

Contact (Phone/Email):

\*Director Name:

#### Purchase Requisition Details

\*Supplier Name:

\*GJ Buyer:

\*Amount:

\*Payment Terms:

\*Description:

\*Purchasing Type (Dropdown):

Solicitation Number (if applicable):

Retainage:    Yes    No

#### Purchase Requisition Line Details (No Internal Project OR Grant)

##### PO Line 1

\*Line Type:

\*Amount:

\*Line Description:

\*Charge Account:

Qty: (only applicable for goods line item)

UOM: (only applicable for goods line item)

##### PO Line 2

\*Line Type:

\*Amount:

\*Line Description:

\*Charge Account:

\*Qty: (only applicable for goods line item)

\*UOM: (only applicable for goods line item)

**PO Line 3**

*Line Type:	*Amount:
*Line Description:	
*Charge Account:	
*Qty: (only applicable for goods line item)	*UOM: (only applicable for goods line item)

**PO Line 4**

*Line Type:	*Amount:
*Line Description:	
*Charge Account:	
*Qty: (only applicable for goods line item)	*UOM: (only applicable for goods line item)

## Purchase Requisition Line Details (Internal Project)

(Fill in all components for accurate coding)

### PO Line 1

\$ Amount of line 1:

*Fund:	*Dept/Div:	*Program:	*Account:	*Project:
*Dept. Name:	*Expenditure Types = Account Above	*Task:	*Award:	*Funding Source:

### PO Line 2

\$ Amount of line 2:

*Fund:	*Dept/Div:	*Program:	*Account:	*Project:
*Dept. Name:	*Expenditure Types = Account Above	*Task:	*Award:	*Funding Source:

### PO Line 3

\$ Amount of line 3:

*Fund:	*Dept/Div:	*Program:	*Account:	*Project:
*Dept. Name:	*Expenditure Types = Account Above	*Task:	*Award:	*Funding Source:

### PO Line 4

\$ Amount of line 4:

*Fund:	*Dept/Div:	*Program:	*Account:	*Project:
*Dept. Name:	*Expenditure Types = Account Above	*Task:	*Award:	*Funding Source: