

**REQUISITION**  
**COLLEGE OF THE DESERT**

<b>OFFICE USE ONLY</b>	
REQUISITION NO. _____	
PURCHASE ORDER NO. _____	

DATE: \_\_\_\_\_  
 DEPARTMENT \_\_\_\_\_

**BELOW SECTION MUST BE COMPLETED**

- New Order
- Received Merchandise
- Service Completed
- Merchandise to be picked up by this department
- Open Purchase Order
- To Be Prepaid
- Hold check for pick up

<b>Vendor</b> _____
<b>Address</b> _____
<b>City</b> _____ <b>State</b> _____ <b>Zip</b> _____
<b>Fax or Email</b> _____

Account A	Fund	School	Resource	PY	Goal	Function	Object	Amount
Account B	Fund	School	Resource	PY	Goal	Function	Object	Amount
Account C	Fund	School	Resource	PY	Goal	Function	Object	Amount

When using multiple accounting lines, please identify the items to be charged to Account A, Account B, etc.....

ACCT LINE	QTY	DESCRIPTION OF ARTICLES OR SERVICES	COST ESTIMATE	
			UNIT COST	EXTENSION
			EST. SHIPPING	
			TAX	
			TOTAL	

Submitted by: \_\_\_\_\_  
(TYPE OR PRINT LEGIBLY)

Supervisor: \_\_\_\_\_  
(SIGNATURE)

Approved: \_\_\_\_\_  
(SIGNATURE)

Note: Cost estimates, tax total, and proper description in legible form are required or Requisition will be returned for clarification.