ANWSU PURCHASE REQUISITION REQUEST FORM

Complete the information below and forward the completed form to:
ANWSU, 11 Main Street, Suite B100, Vergennes, VT 05491.
Forms that are not complete will be returned to the requestor.

Requestor Info:

Date ____________________

Your Name ____________________

Department ____________________

E-mail ____________________

Vendor Info:

Name ____________________

Address ____________________

Phone ____________________

Fax ____________________

Attn: ____________________

Item #	Quantity	Description	Unit Price	Total

Funding Source Code:

Upon approval of purchase requisition, a signed Purchase Order will be provided to you allowing you to procede with purchase. Please refer to the Addison Northwest Supervisory Union Purchasing Procedure.

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Signature Date