CAL POLY Corporation

PURCHASE REQUISITION

Vendor : _____ **Date :** _____

Address : _____

Key/Obj :

Requester : Chiz Trumpet

Phone # : 865309

Dept : _____

Ship To :
- ☐ Campus Dining Rec. Dock
- ☐ PAC
- ☐ University
- ☐ Other (describe) :

Requester Placing Order ? ☐ No ☐ Yes

Mail PO to vendor? ☐ No ☐ Yes

(even if requestor placed order)

Prices 10% above estimate are allowable

CPC to Place Order : ☐ No ☐ Yes

If yes, check box next to method of ordering

- ☐ Fax: _____
- ☐ Email: _____
- ☐ Mail:

Quantity	Unit	Description	Estimated Cost Per Unit	Estimated Cost Total
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

Pay freight if charged : ☐ No ☐ Yes

Resale : ☐ No ☐ Yes

Order required by (date) : _____

Freight terms: F.O.B. SLO, CA

Subtotal	-
Tax @7.25%	-
Freight	
TOTAL	$ -

PLEASE NOTE:
Incomplete requisitions cannot be processed and will be returned to the requester for corrections. PO's will be mailed to the vendor unless other instructions are indicated on this form.

By signing below, I certify that I do not personally have nor do I have any close relative that has a proprietary or other financial relationship with the proposed vendor. If unable to certify this statement, please provide disclosure with this requisition. Please note PCC restrictions.

Effective July 1, 2004: Public Contract Code prohibits CSU employees (except for those with teaching or research responsibilities) from contracting with, or being employed by, Cal Poly Corporation if the source of the funds for the goods or services come from CSU funds, unless required by his/her CSU employment determined by the CSU, PCC 10831.

Approved by: _____

CPC Approval: _____
(Analyst / Management)

Internal Office use only (Accounts Payable):

Requisition #: _____ **Purchase Order #:** _____

Certificates of Insurance on file: ☐ No ☐ Yes ☐ N/A **Vendor #:**