

Requisition Request Form

Please fill out completely [account number, supplier's address, catalog numbers, etc.] Extend all price figures and total the cost of the order. Print as legibly as possible to ensure that no errors will be made in the item ordered. If emailing, please send in Word format.

Date	Account Number if using multiple accounts please add to body of form	Sub Account
Responsible PI:		
Person Ordering:		Phone Number
Building Address and Room Number		

	Individual Equipment Purchase over \$5,000:
Vendor/Source Name	This is considered a Capital Asset item [value greater than \$5,000 and has a shelf life more than 1 year]. Must provide additional information on this paper requisition that is needed in the EBS system. This will help make the process quicker. Otherwise we will have to contact you for the additional information and wait to hear back. The additional information needed is: 1] Manufacturer; 2] Model number; 3] Building and room number of location of equipment. EXAMPLE: Vehicle, Scientific Machine, etc.
Address	
City, State, Zip	
Telephone & Fax Numbers	

Item No.	Quantity & Units	Catalog or Part Number	Description [Please be explicit]	Unit Price [Required]	Total Price
Total:					

MSU Purchasing requires us to document reason for purchase. Please give a detail reason on how these items will be used for the project/account listed.
