

Santa Monica Community College District REQUISITION

Fiscal Year:

Fiscal Services Use Only:

Requisition No: _____

Department: _____

Location No.: _____

Purchasing Use only:

Requestor: _____
Printed Name Signature Ext. Date

Approver: _____
Printed Name Signature Ext. Date

VP: _____
Printed Name Signature Ext. Date

Deliver To Dept.: _____
 Name/Ext.: _____
 Bldg. Rm.: _____

Fiscal Svcs: _____
Printed Name Signature Ext. Date

STANDARD COMMENTS/NOTES

FUND	RES. PRJY	GOAL	FUNC/LOC	OBJECT	SCH/LOC/ACTIVITY	AMOUNT

LINE NO.	QUANTITY	UOM	UNIT PRICE	EXT PRICE	CATEGORY	DUE DATE
1						
Item Description						

LINE NO.	QUANTITY	UOM	UNIT PRICE	EXT PRICE	CATEGORY	DUE DATE
2						
Item Description						

LINE NO.	QUANTITY	UOM	UNIT PRICE	EXT PRICE	CATEGORY	DUE DATE
3						
Item Description						

SUGGESTED SUPPLIER:	
Name:	Extension Price:
Address:	*Tax:
City, State, Zip:	*Shipping:
Telephone:	Fax:
Contact:	*Total:
	Email:

*Note: For your internal reference only. In PSFS tax and freight are encumbered only on the Purchase Order.

Santa Monica Community College REQUISITION CONTINUATION FORM

Requisition No: _____

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
4						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
5						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
6						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
7						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
8						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
9						
Item Description						

NOTES:

Santa Monica Community College
REQUISITION CONTINUATION FORM

Requisition No: _____

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
10						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
11						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
12						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
13						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
14						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
15						
Item Description						

NOTES:

Santa Monica Community College
REQUISITION CONTINUATION FORM

Requisition No: _____

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
16						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
17						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
18						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
19						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
20						
Item Description						

Line No.	Quantity	UOM	Unit Price	Ext Price	Category	Due Date
21						
Item Description						

NOTES: