



## Purchase Requisition Form #2

**College Purchases \$20,000+**

(Attach Supporting Documentation - Required)

Effective 6/1/2022

<b>Vendor Name:</b>	<b>Request Date:</b>
<b>Billing Address:</b>	<b>Budget Coding (fund-organization-account-program):</b>

ITEM	ITEM NO. (if applicable)	ITEM DESCRIPTION	QTY	PRICE/UNIT	TOTAL PRICE FOR ITEM
1					
2					
3					
4					
5					

<b>Catawba PO Contact Name:</b>
<b>Need by Date (if applicable):</b>

<b>Subtotal</b>	
<b>Discounts</b> (if applicable)	
<b>Freight/Shipping</b>	
<b>Tax Amount</b> (will NOT be applied to PO total)	
<b>GRAND TOTAL</b> (excluding sales tax)	

**APPROVAL SIGNATURES (\*3 signatures required):** *Electronic Signatures Accepted*

<b>Cabinet Member or VP (Signature Denotes Review &amp; Approval):</b>	<b>Date:</b>
<b>*President (Signature Authority #1):</b>	<b>Date:</b>
<b>*VPFA/CFO (Signature Authority #2):</b>	<b>Date:</b>
<b>*Controller or Director of Finance (Signature Authority #3):</b>	<b>Date:</b>

