

The George Washington University Procurement Requisition

Control Number: _____

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Salesperson _____ Tel. No. _____ Location _____ Room No. _____

Type of Request:

- Standard PO
- Blanket PO
- Contract PO
- Change Order/Amendments

Terms: _____

Freight: Allowed
Denied

Material Required Date: _____

Line No.	Category	Description	Supplier Item No.	UOM	Qty	Unit Price	Extended Price

Line #	Natural Account	Oracle Alias	Amount	Line #	Natural Account	Oracle Alias	Amount

Line #	Project	Task	Award	Expenditure Type	Expenditure Date	Organization	Amount

IF You Have Additional Distributions, You May Fill Out And Attach An Additional Procurement Request Form

Approved By: _____	Date: _____
Print Name: _____	

Requisitioned		
By: _____	Ext: _____	Date: _____
Buyer: _____	Date: _____	

Justification: _____ _____
