

Fond du Lac Tribal and Community College  
 Minnesota State Colleges and Universities  
**REQUISITION FOR PURCHASE**

College:	Confirming P.O. #:	State Contract #:	Object Code:
FY: <b>10</b>	Cost Center: <b>163108</b>	Vendor #: <b>- if known -</b>	

Vendor: **ABC Sample** Phone #: **612-256-4031**  
 Address: **5 Test Rd.** Fax #: **612-256-4032**  
 City: **Anytown** State: **MN** Zip: **57901**

Line No.	Quantity	Description	Unit Price	Discount %	Net Amount
	<b>10</b>	<b>What? Include complete description (&amp; product # if possible.)</b>	<b>5.50</b>		<b>55.00</b>
		<b>ie. blue hanging file folders, 5-tab # SMD057902</b>			
		<b>Who? } if necessary</b>			
		<b>Where? }</b>			
		<b>When? }</b>			
		<b>How? }</b>			
		Shipping and Handling: <b>Estimate 5-10%</b>			<b>5.00</b>
<b>TOTAL</b>				<b>\$</b>	<b>60.00</b>

Ship to:

Bids Taken/Notes:  
 (attach bid documentation)

Did you check for TG/ED vendors?  Yes  No

Upon receipt and inspection of goods, approve packing slip and forward to business office.

Requested by: **Your Name** Date: **8/20/09**  
 President or Designee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Business Office: \_\_\_\_\_ Date: \_\_\_\_\_