

# Westminster Purchase Requisition

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## How to Request a purchase

1. Complete Item description, quantity, suggested vendor and sign as the requestor.
2. Fill out prices and Vendor (*if known*), purchasing will write in actual prices upon ordering.
3. Click on the button to submit the form.

Requested BY	Department	Date Submitted	Date Required	Items to be delivered to

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Line	Qty	Item Description	Vendor	Price	Acct #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Requestors Signature: \_\_\_\_\_ Approver Signature/Date: \_\_\_\_\_

*Purchasing Only: write in any shipping costs in as a line item (if applicable).*

Payment Method: (Circle One) **PCard - Net 30 - In store**

Purchase Date: \_\_\_\_\_