

**PACT**  
**<\$500 PURCHASE REQUISITION**

**Vendor:** \_\_\_\_\_ **Center/Area Location:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Forward PO To:** \_\_\_\_\_

\_\_\_\_\_ **Requested By:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Approved By:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **Date Order Placed:** \_\_\_\_\_ **Order's Initials:** \_\_\_\_\_

Quantity	Product #	Item Description & Page #	Unit Price	Total Price	Mark Items Received	Purchased for which Program	Account Number
<b>Subtotal</b>							
<b>Shipping/Handling Charges</b>							
<b>Discount/Coupons</b>							
<b>TOTAL ORDER</b>							