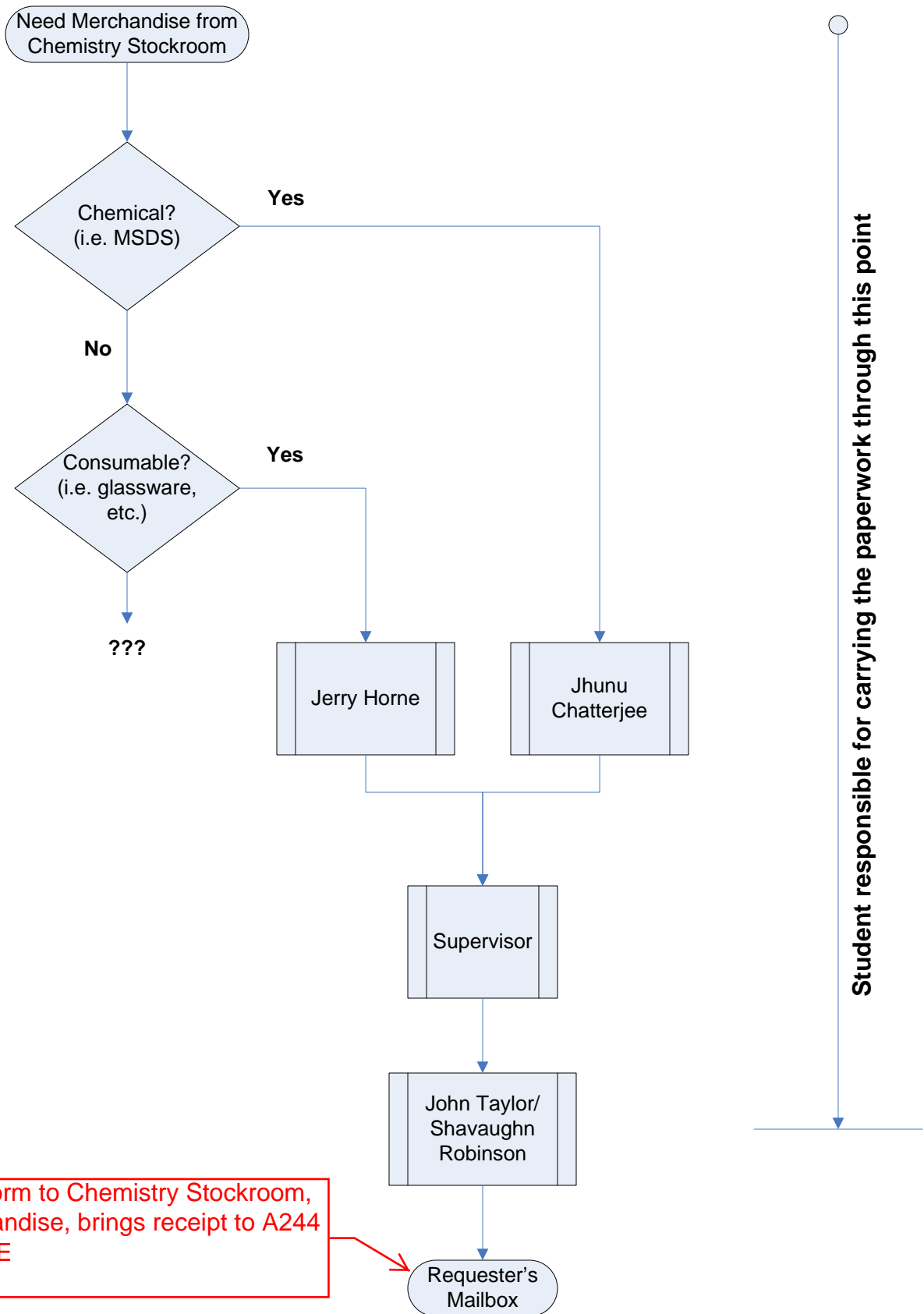
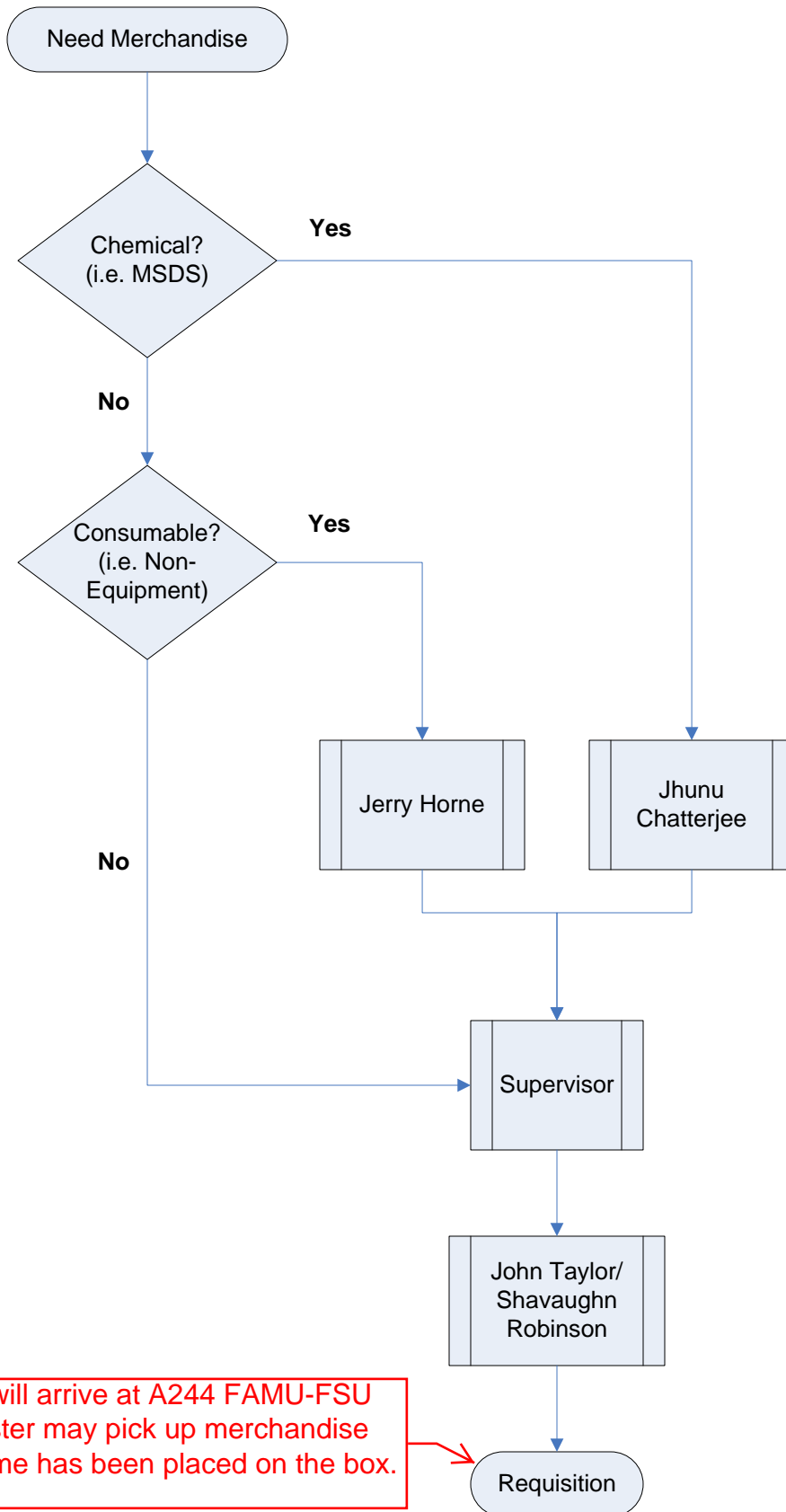


Interdepartmental Requisition and Journal Entry Form



Purchase Request Form



Merchandise will arrive at A244 FAMU-FSU COE. Requester may pick up merchandise when their name has been placed on the box.

Student responsible for carrying the paperwork through this point

Purchase Request Form

Please type all information. For reimbursement only, fill in "Requester Information" below and have PI sign.

If reimbursement please check

Requester Information	
Name	
Address	Your Information Here
City, State, Zip	
Phone	
Email	

Vendor Information	
Name	
Address	
City, State, Zip	Vendor Information Here
FEID#	
Phone	
Fax	
Email	

Item	Part #	Description	Qty	Unit	Unit Price	Extended Unit Price
1						
2						
3						
4						
5		Merchandise Information Here				
6						
7						
8						
9						
10						

Justification (required)
Fill this out: Always

Supervisor Approval*: _____ Jerry Horne: _____ Jhunu Chatterjee: _____

*required for Student and Post-Doc requests

For Office Use Only	
Project #	
Fund #	
PGM#	
Req. #	
Req. Date	

Notes

PRF0309

Always Required

One of these required: See flowchart