NORTHERN MICHIGAN UNIVERSITY

PURCHASE REQUISITION

DATE	REQUISITIONED BY	DEPARTMENT	APPROVED BY (Signature Required)

DELIVER TO (PERSON AND DEPT.)	CHARGE TO	PREAUDIT

IS THERE ANY DATA OR CONFIDENTIAL INFORMATION BEING SHARED:	YES:	NO:	IF YES, A VENDOR PRIVACY AGREEMENT IS REQUIRED

WANTED FOR	ANALYSIS CODE	PURCHASING APPD.	DATE ORDERED	PURCHASE ORDER NO.

BID NO.	FED. I.D. NO.	NMU I.D.

ORDER FROM

PHONE #

FAX #

EMAIL

SHIP TO: X CENTRAL RECEIVING

OTHER:

SHIP VIA:

F.O.B	TERMS	DELIVERY DATE	SPECIAL SHIP INSTRUCTIONS

QUANTITY	UNIT	DESCRIPTION	PRICE	AMOUNT

Note: Purchase orders will only be issued for purchases >$2,500

TOTAL: