Northeastern Illinois University

REQUISITION

This Is Not a Purchase Order

EIUworks

DOCUMENT NUMBER	
TR	59654
P	

Reviewed By		Date
Facilities		
Univ. Computing		
Printing		
Publication Standards		
Sponsored Programs		

VENDOR DATA

Name: ABC Company		
Street: 123 STREET	Suite or Office	
City/State: ANYCITY, ANY STATE	Zip Code: 12345	
Phone: (555)555-5555 Fax	E-mail	

Document Date	Date Delivery Required	
Deliver to:	Room No.:	Phone Ext.
Vendor FEIN: #123456789		
Vendor ID#		

ITEM DATA

QTY	ORDER UNIT	VENDOR STOCK #	DESCRIPTION	ACCOUNT NUMBER	UNIT PRICE	EXTENDED PRICE
			service provided on date provided where it is provided at.			

ALL SHIPMENTS F.O.B. OUR DOCK

PRICING SOURCE (ATTACH QUOTE):

FREIGHT CHARGE	
TOTAL AMOUNT	500.00

FUND/ORG/PROGRAM DATA

FUND/ORG NAME	FUND	ORGANIZATION	PROGRAM
YOUR CLUB	1 1 1 1 1 1	2 2 2 2 2	3 3 3 3 3

Requestor	YOUR SIGNATURE Phone Ext.:	Date	7/2/13
Financial Manager		Date	
Print or type Financial Manager name		Date	

Approval Level I		Date
Approval Level II		Date
Approval Level III		Date
Approval Level IV		Date

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