

PURCHASE REQUISITION

Franklin Pierce University
 40 University Drive
 Rindge, NH 03461

- LEASES & CONTRACTS MUST BE SIGNED BY VP OF FINANCE
- COMPETITIVE BIDS ARE REQUIRED FOR EXPENSES > \$2,500

Purchase Requisition Only <i>This Is Not An Order</i>
CONTROL NUMBER

Date Requested	Budget Number / Object Code(s)	Requested By	Department Head up to \$2,500
Date Needed		Telephone Ext	Senior Manager over \$2,500
Ship to Location	Fiscal Year	E-Mail @franklinperce.edu	President, CAO or CFO Over \$25,000
Name: Address: City, State: ZIP: Contact: Email: Phone:	If "Select Vendor" has been chosen under PURCHASING OPTIONS, Purchasing will notify End User before placing order. End User will be notified by e-mail when order has been placed.		Approved requisitions and questions should be e-mailed to PURCHASEREQ@FRANKLINPIERCE.EDU
SPECIAL INSTRUCTIONS			

QTY	UNIT	ITEM #	ITEM DESCRIPTION	UNIT COST	TOTAL COST
SHIPPING					
TOTAL					

