## Purchase Requisition Instructions

		PURCH	IASE REQUISITI	ION							
Hamilton College							Number				
198 College Hill Road											
Clinton, NY 13323							Date	Enter tod	ay's	date	
VENDOR NAME	Enter vendo	or name here									
VENDOR ADDRESS			-								
BUDGET LINE NO.	MODEL NO.	DESCRIPTION			QUANT	LTX	UNIT	PRICE EAC	II	TOTAL PRICE	
BUDGET LINE NO.	MODEL NO.	DESCRIPTION			QUANT.	0	UNII	PRICE EAC	0.00		<u>-</u> 0.00
Enter Budget CL #	Enter	Entor a brief	description for the	7	F	V	r the qua	antity to	0.00		0.00
Enter Budget GL #				*			urchase		0.00		0.00
to charge (can be	item # for	product or se	ervice				or 1 yea		0.00	0.	0.00
multiple)	product if							· · · · · · · · · · · · · · · · · · ·	0.00		0.00
	applicable				V	veila	as the p	rice	0.00		0.00
	(can be				L	0			0.00		0.00
	found on					0			0.00		0.00 0.00
	quote)					0			0.00		).00 ).00
						0			0.00		0.00
						0			0.00		0.00
				TOTAL							0.00
		Plassa submit the PO t	o the vendor and place the	ordor							
	Please return the PO to the vention and place the order						Pleas	se send this con	npletec	l requisition to	
		Enter the requestor's name					purchase@hamilton.edu				
							along with any quotes and co			corresponding	
ORDERED BY		Enter the requ	estor's name					docum	entatio	1.	
DEPARTMENT HEAD											
DEFACTMENT HEAD			estor's departmer	nt 🔶						 	
PURCHASING APPROVAL		head's name									
		<u> </u>									

- For requisitions <u>under \$10,000,</u> the req must be sent to Procurement with a copy to the department director, program chair, or AVP

- For requisitions over \$10,000, the req must be sent to Procurement with a copy to the division VP