

<h1>P-REQ</h1>	#
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Please e-mail completed form to  
[PREQ@USFCA.EDU](mailto:PREQ@USFCA.EDU)

P-REQ DATE: \_\_\_\_\_ / DATE NEEDED \_\_\_\_\_

REQUESTING DEPT	REQUESTOR	SUGGESTED VENDOR
<b>CAMPUS DELIVERY LOCATION</b>	Contact : _____ E-mail: _____ Phone: _____	
	<b>FOAP</b>	<b>VENDOR CONTACT</b>

QTY	UOM	CATALOG#	DESCRIPTION	UNIT PRICE	AMOUNT

<b>ATTACHMENTS ENCLOSED</b>	TOTAL
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SPECIAL INSTRUCTIONS FROM DEPT	PURCHASE ORDER DELIVERY
_____  _____ Paper _____ PDF copy of purchase order to department	Mail to Vendor E-mail to : _____ Fax to : _____ Phone order : _____ WILL CALL:      Return to department Hold for pick-up
<b>SPECIAL APPROVALS (if necessary)</b>	<i>Please refer to <a href="http://web.usfca.edu/purchasing/buyingguide">web.usfca.edu/purchasing/buyingguide</a> for a list of restricted commodities and special approvals</i>

SIGNATURES	Name	E-mail	Signature
Budget Approval			
VP / Provost Approval			
Additional Approval			

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**ADDITIONAL ITEMS WORKSHEET**

QTY	UOM	CATALOG#	DESCRIPTION	UNIT PRICE	AMOUNT

This is Not A Purchase Order

**TOTAL ADDED ON MAIN PAGE**