

REQUEST FOR ANNUAL REQUIREMENT

To be submitted to Purchasing in accordance with
Year-End Purchasing Closing Dates
(Distributed annually by Business Affairs)

Request for FY:	_____		
Date Submitted:	_____	Campus:	_____
Qual 1 and GL Code:	_____	Contact Name:	_____
Contact Phone:	_____	Department Name:	_____

Suggested Vendor:

Item Description:	Quantity:	Estimated Total:

For Orders of \$25,000 or more.
Board Rationale:
