PROCARD REQUISITION / PO CHANGE ORDER

PRINCE WILLIAM SOUND COLLEGE
University of Alaska, Anchorage
P.O. Box 97 • 303 Lowe Street
Valdez, Alaska 99686

BOLD SECTIONS MUST BE COMPLETED BY REQUESTING DEPARTMENT

VENDOR INFORMATION:

REQUESTING DEPARTMENT

TODAY'S DATE:

DEPARTMENT:

REQUESTOR'S NAME:

☑ PROCARD ☐ CHANGE ORDER Contract or PO#

PURCHASE INFORMATION/REASON FOR CHANGE:

ITEM	COMPLETE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
					0
					0
					0
					0
					0
					0
					0
					0

ACCOUNT NUMBER

ITEM	FUND	ORG.	OBJ.	AUTH. AMT.

Estimated Freight Cost

GRAND TOTAL: 0

Provide a detailed description of the product and what it is to be used for. For example: Stamps could be office supplies if they are the roll of stickers for the machine or they could be postage if recharging the Stamps.com account. What the item is used for is just as important as what the item is. This will help your reconciler to classify the financial activity for proper Banner entry.

*Attach justification

Requisitioned by:

Signature Date

Funding Source Approved by:

Signature Date

I approve this purchase and certify that property has been screened for campus stateside availabilty as required by University Property regulations.

Procurement Officer Approval:

Signature Date

Purchase Order or Contract Change Orders only - Use the Banner requisition process for all other Purchase Order or Contracts.

PRINT FORM