This is a Requisition for Purchase - Please print form after filling out and have your supervisor sign and approve the printed form.

FACILITIES DIVISION
REQUEST TO PURCHASE FORM

Print Form
Reset Form

Date: _____

Requisitioned By: _____

Supplier: _____

Address: _____

_____

Phone No. _____

- ☐ BBFACL Director
- ☐ BBFURN Furnishings
- ☐ BBCUST Janitorial
- ☐ BBGRND Grounds Maint
- ☐ BBRMDL Remodel
- ☐ BBCARP Craft Maint.
- ☐ BBHEAT Plant Maint.
- ☐ 19820 Parking Maint.
- ☐ BBVEHC Vehicle Maint.
- ☐ 18080 Motor Pool
- ☐ BBCABN Cabinet Makers
- ☐ BBELEC Electricians
- ☐ BBPNTR Painters
- ☐ BBLGHT Lighting
- ☐ BBPMSY Customer Srv
- ☐ Other _____

☐ Current Expense ☐ Equipment ☐ Request for Check ☐ Petty Cash

Quantity	Unit	Description	Unit Price	Total

Requisition No. _____ P.O. No. _____ Total Cost = $ _____

Supervisor's Signature _____