Print Form

**NEW MEXICO HIGHLANDS UNIVERSITY PURCHASE REQUISITION** **P.O._____**

**THIS IS NOT A PURCHASE ORDER**

**DO NOT WRITE IN BOX BELOW**

**SUGGESTED VENDOR:**

_____
_____
_____
_____

**Date**_____
**Terms (Net 30)** _____
**Bid/Proposal/SPD/GSA**_____
**Buyer Approval**_____

**SHIP TO:**

_____
_____
_____ _____
_____ _____

**DATE**_____
**DEPT. NAME** _____
**USER CONTACT** _____**EXT** _____
**DATE WANTED (REQUIRED)** _____
**BLANKET ORDER EFFECTIVE DATES** _____ **to**_____

| | FUND | ORGANIZATION | ACCOUNT | PROGRAM | % | $ |
|---|---|---|---|---|---|---|
| ACCOUNT 1 | | | | | | |
| ACCOUNT 2 | | | | | | |
| ACCOUNT 3 | | | | | | |
| ACCOUNT 4 | | | | | | |

| NO. | QUANTITY | UNIT | COMMODITY DESCRIPTION | UNIT PRICE | TOTAL |
|---|---|---|---|---|---|
| | | | | | |

**FUND SUPERVISOR SIGNATURE (REQUIRED)** _____**TOTAL ESTIMATED COST**_____

**SIGNATURE NAME (TYPED)** _____

**APPROVALS** **DATE**

_____
**COMPLIANCE**

_____
**FOOD**

**APPROVALS** **DATE**

_____
**PRESIDENT (OVER $30,000.)**

_____
**V P FOR FINANCE AND ADMINISTRATION (OVER $10,000.)**

**PLEASE ATTACH THE REQUIRED PURPOSE AND JUSTIFICATION MEMO FOR THIS PURCHASE REQUISTION**