Tab or use mouse to navigate within form. Use mouse or spacebar to check applicable boxes & mouse in drop down list. Help in status bar or F1 key. Complete highlighted fields, remaining if applicable. Questions contact Purchasing at x0405.

Save completed form and send as an attachment with all supporting document attachments to purchasing@uwosh.edu.



 UW OSHKOSH PURCHASE REQUISITION Dept Requisition #:

 Date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Submitted by: |       | Phone: |       | Email: |       |
| Requested for | [ ]  |  |  |  |  |  |
| Dept Contact | [ ]  |       | Phone: |       | Email: |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vendor ID#:  |       | If new vendor submit W-9 Form | Vendor Phone: |       |
| Vendor Name:  |       | Order Fax:  |       |
| Address:  |       | Order Email:  |       |
|  |       |  |
|  |       | Quote By:  |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| IT Help Desk Tkt #:  |       | Quote #:  |       | Contract #:  |       |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fund** | Account | Fund | Department | Program | Project | Amount |  | Freight (FOB) Terms |
| **1** |      |  |       |  |       | 0.00 |  | Destination | [ ]  |
| **2** |      |  |       |  |       | 0.00 |  | Destination + | [ ]  |
| **3** |          |   |       |  |       | 0.00 |  | Shipping Point | [ ]  |
| **4** |      |  |       |  |       | 0.00 |  | Pick up | [ ]  |
|  |  | **Total** | **$0.00** |  | Other | [ ]  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ordering/’Ship To’ Dept:  |       | Building: |       | Room #: |       |

|  |
| --- |
| COMMENTS:       |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Line | Qty | Unit | Description & Item Number | Unit Price | Ext Total | **Fund #** |
| 1 |       |       |       |        | 0.00 |       |
| 2 |       |       |       |       | 0.00 |       |
| 3 |       |       |       |       | 0.00 |       |
| 4 |       |       |       |       | 0.00 |       |
| 5 |       |       |       |       | 0.00 |       |
| 6 |       |       |       |       | 0.00 |       |
| 7 |       |       |       |       | 0.00 |       |
| 8 |       |       |       |       | 0.00 |       |
| 9 |       |       |       |       | 0.00 |       |
| 10 |       |       |       |       | 0.00 |       |
|  | **Total** | **$0.00** |  |

Vice Chancellor Approval (If Total is $5000 or Greater):

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