


Purchase Requisition/Check Requisition/Petty Cash Reimbursement

CHECK ONE:		PURCHASE REQUISITION	CHECK REQUISITION	PETTY CASH REIMBURSEMENT
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CHECK REQUISITION: Use for items requiring pre-payment (advances, membership dues, registration fees, etc.). Attach two copies of documentation (i.e. registration form with date and location of conference or workshop; subscription form with renewal date provided, etc.) and forward to Administration for approval. For workshops and/or conferences include a completed Temporary Duty form with documentation attached.

PETTY CASH REIMBURSEMENT (shall not exceed \$100 for any one week): Attach original receipt(s) and submit to the cashier in the Business Office after required signatures are obtained. Obtain budget information on Banner

Please enter appropriate budget number (fund-cost center ID) or account number (if applicable) and GL code. Go to [Banner](#) to obtain correct budget number information.

INDEX# AND GL CODE:			Division:	
DATE:		APPROVED BY: (may contain more than one signature, but only chair's signature is required for purchases in the amount of \$1,000 or less):		
VENDOR NAME/ADDRESS/TELEPHONE/FAX:				
		MARK FOR:		
		BLDG. & ROOM NO.:		
Vendor email:		Delivery Date Required		
		Check Date Required:		
Alternate Delivery Location:				

North Bay: _____ Gulf-Franklin: _____ Tyndall: _____

Vendor:		Purchase Order:	
Received:		Processed:	
Purchasing		Encumbrance Approved:	

QUANTITY	DESCRIPTION Provide item#, color, sizes, brand and etc.,	UNIT COST	TOTAL COST
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AMOUNT OF ITEMS		TOTAL:	\$

<u>QUANTITY</u>	<u>DESCRIPTION Provide item#, color, sizes, brand and etc.,</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
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	AMOUNT OF ITEMS	TOTAL:	\$