

# Tulane

## Requisition Form

Date: \_\_\_\_\_  
 Preparer: \_\_\_\_\_  
 Requester: \_\_\_\_\_

Department: \_\_\_\_\_  
 Building/Rm No: \_\_\_\_\_  
 Ship-to Address: \_\_\_\_\_  
 Attn: \_\_\_\_\_

**LINE 1** Type: \_\_\_\_\_ Category: \_\_\_\_\_

Item Description:

Vendor: \_\_\_\_\_  
 Vendor Address: \_\_\_\_\_  
 Vendor Item No: \_\_\_\_\_

UOM: \_\_\_\_\_ Quantity: \_\_\_\_\_ Unit Price: \_\_\_\_\_ Line \$ Total: \_\_\_\_\_

Need By Date: \_\_\_\_\_ Urgent: \_\_\_Yes \_\_\_No

Note to: \_\_\_Buyer \_\_\_Supplier \_\_\_Receiving \_\_\_Approver

Hazard Class (if known): \_\_\_\_\_

Distributions:

General Ledger										
No.	Quantity	Account	Nat Acct	Dept Use		No.	Quantity	Account	Nat Acct	Dept Use
1.						5.				
2.						6.				
3.						7.				
4.						8.				

Grants Management								Exp
No.	Quantity	Project	Task	Award	Exp Type	Exp Org	Date	
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Signatures:

\_\_\_\_\_  
 P.I./Dept Head/Dean/Director                      Rsrch Adm/TMC Financial Svcs                      Additional Approvals

To add lines, use the Requisitions Continuation Form