



Northwestern State University  
Business Affairs Transmittal Cover Sheet

Date: \_\_\_\_\_

Requestor: \_\_\_\_\_

Phone #: \_\_\_\_\_

Banner Requisition Number: \_\_\_\_\_

Banner Purchase Order Number: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Enclosures   | <input type="checkbox"/> Purchasing Quotes                  |
| <input type="checkbox"/> External Approval Required<br>Documentation        | <input type="checkbox"/> P-Card                             |
| <input type="checkbox"/> Justification Memos                                | <input type="checkbox"/> Request for Budget Revision        |
| <input type="checkbox"/> Payment/Reimbursement Request for<br>Special Meals | <input type="checkbox"/> Telephone/Fax Quotation Tabulation |
| <input type="checkbox"/> Purchase Order Cancellation/Change                 | <input type="checkbox"/> Vendor Create/Modification         |
|   | <input type="checkbox"/> Other                              |

Comments: \_\_\_\_\_

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When a requisition is initiated that requires support documents necessary to complete the Purchase Order Process, please fill out this form referencing your Banner requisition number and staple the necessary backup.

**Note: Please enter information pertaining to submittal of your support documents in Document Text [FOAPOXT] of the FPAREQN form.**

Return completed form with backup to:  
Business Affairs – Purchasing  
Email: [purchasing@nsula.edu](mailto:purchasing@nsula.edu)  
Fax: 318-357-4378