



**Northwestern State University
Purchase Requisition Worksheet**

Requisition #: _____

FPAREQN

Purpose: This form is a worksheet that may be used by the Requisitioner to gather information prior to creating a purchase requisition in the Banner system. It is NOT a purchase order and cannot be provided to a vendor or used in any manner that may be construed to initiate an order or obligate University funds.

REQUISITION ENTRY:

Delivery Date: _____ Comments (PO Type): _____

Commodity Level Accounting (default) Document Level Accounting

REQUESTOR/DELIVERY INFORMATION:

Document Text: _____

Organization: _____

E-mail: _____

Phone: _____

Ship To: _____

Attention: _____

VENDOR INFORMATION:

Vendor ID: _____

Vendor Name: _____

Vendor Contact: _____

COMMODITY/ACCOUNTING INFORMATION:

Note: Line item text should be entered in the block below the item associated.

Commodity Line Item Description	U/M	Qty	Unit Price	Total	Index	Acct

NOTE: To add additional commodity line items, attach a separate sheet

Signatures Only Required If Requisition is Completed Outside of the Purchasing System

Requestor

Director of Purchasing

Budget Unit Head

Grants and Contracts (if applicable)

VP/President (if applicable)