NEW MEXICO TECH REQUISITION FORM

THIS IS NOT A PURCHASE ORDER

You may complete this form by tabbing through the fields and typing in values. When finished, print the document and sign. Attach all quotes and back-up documentation and forward to Purchasing Services, Brown Hall, Rm 110

DATE:	REQUISITION NUMBER: R_____ *(To be assigned by Buyer)*
SUGGESTED VENDOR NAME:	REQUESTING DEPARTMENT:
ADDRESS:	Requestors NAME:
VENDOR TELEPHONE:	BUILDING: ROOM:
SELLER/REPRESENTATIVE'S EMAIL:	TELEPHONE:
DELIVERY DATE: QUOTE #:	EMAIL ADDRESS:

ITEM#	ITEM DESCRIPTION	MODEL/PART NUMBER	QUANTITY	UNIT PRICE	EXTENDED PRICE
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
SPECIAL INSTRUCTIONS TO PURCHASING, PROPERTY OR ACCOUNTANT:				SUBTOTAL Page 1	$ 0.00
				SUBTOTAL Page 2	$ 0.00
				TAX	
				SHIPPING/ HANDLING	
				REQUISITION TOTAL	$ 0.00

DEPARTMENT SIGNATURE AND DATE	FUND / ACCOUNT	AMOUNT	FUND / ACCOUNT	AMOUNT
ACCOUNTING APPROVAL AND DATE				
PURCHASING APPROVAL AND DATE				

Property Management Review

Yes/No		Yes/No	
_____	$5,000 or over an item	_____	Screened for availability in present inventory
_____	$1,000 or over computers	_____	Property Tag
_____	Life expectancy of 2 years	_____	Service Life ____5 Years ____ 12 Years ___ Other
_____	Replaces existing equipment	_____	Equipment to be purchased as Cost Share, please attach memo

DO NOT PRINT DOUBLE SIDED

JUNE 2018

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