

## **PROCEDURE TO USE THE BLANK PURCHASE REQUISITION FORM**

- 1. Type a number at the top right side of the purchase requisition form taken from an original pre-printed purchase requisition**
- 2. Submit the purchase requisition form to the Purchasing Department with supporting documentation**
- 3. Use plain paper for the continuation sheet**
- 4. See the guidelines on “How to Prepare a Purchase Requisition” in the purchasing manual**