HIGHLAND COMMUNITY COLLEGE

PURCHASE REQUISITION

Date of Requisition_____Date materials are needed_____

To Place Order return Purchase Order to:_____OR, Mail_____

Requested by:_____

Name and Address of Vendor:

_____

_____

_____

Budget Code	Location	Quantity	Description	Cost Per Unit	Total
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00

TOTAL COST_____$ 0.00

Signature_____

Approved:

Supervisor_____

VP_____

Business Office_____

Not Approved-Comments

_____

_____

_____

Office Use Only: Purchase Order No._____ Issued on_____(date)

Locations: Grants & Clubs-00; Main Campus-01; Tech Center-02; Western Center-04; Wamego-05; Perry-06; Online-08; Concurrent-21; Leavenworth HS-26; HCC Winery-09