CEU REQUISITION

ORDER NO. _____ DATE _____ 20 _____

TO THE PURCHASING AGENT
COLLEGE OF EASTERN UTAH:

CHARGE _____
ACCOUNT NAME & NUMBER

Please forward the following items no later than _____ 20 _____

Deliver to _____ _____
DEPARTMENT BUILDING

_____ _____
ROOM NO. IN CARE OF

ITEM NO.	QUANTITY	DESCRIPTION	EST. UNIT COST	EST. TOTAL COST

VENDOR OR PAYEE

1. _____
2. _____
3. _____

I CERTIFY THIS REQUEST WILL NOT EXCEED FUNDS ALLOCATED FOR THIS DEPARTMENT.

_____
DEPARTMENT HEAD

_____
ADMINISTRATOR

APPROVAL: _____
PURCHASING AGENT

BUSINESS OFFICE - WHITE • PURCHASING COPY - CANARY • DEPARTMENT COPY - PINK