

**Tennessee Technological University**  
**Cookeville, Tennessee**  
**Requisition for Supplies**

To the Business Office

Requisition Num \_\_\_\_\_

COAS

Date \_\_\_\_\_

Index

Location: \_\_\_\_\_

Fund

Organization

Account Name \_\_\_\_\_

Account

College of \_\_\_\_\_

Program

Department of \_\_\_\_\_

Activity

**Deliver to:** Name \_\_\_\_\_

Balance from last Requisition \_\_\_\_\_

Building \_\_\_\_\_ Floor or Room Number \_\_\_\_\_

Adjustments\* \_\_\_\_\_

**I hereby certify that funds are properly allotted and available to cover this requisition**

Adjusted Balance \_\_\_\_\_

This Requisition \_\_\_\_\_

\_\_\_\_\_  
 Requisitioner

**Approved:** \_\_\_\_\_

Balance Carried Forward \_\_\_\_\_

\_\_\_\_\_  
 Chairman of Department      Dean or Admin. Officer

\_\_\_\_\_  
 Chief Fiscal Officer

ITEM NO.	QUANTITY	Account Code	DESCRIPTION OF ARTICLE (GIVE COMPLETE SPECIFICATIONS)	ESTIMATED COST	
				UNIT PRICE	AMOUNT

Recommended Sources of Supply

(1)

(2)

(3)

Name of Company \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City and State \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Yellow —Business Office

White —Transmittal

Blue — Departmental