UNM-Taos

INTERNAL PURCHASE REQUISITION

115 Civic Plaza Drive
Taos. New Mexico 87571
Telephone: 505-758-7503

UNM-TAOS DEPARTMENT ACCOUNT NUMBER TO BE CHARGED: _____-_____

Vendor Name: _____

Address: _____

_____

Telephone: _____ FAX: _____

REQUISITIONED BY: _____

DATE: _____

DEPARTMENT: _____

QUANTITY	CATALOG #	DESCRIPTION	SIZE	UNIT PRICE	AMOUNT
				SUBTOTAL	
				SHIPPING	
				TAX	
				OTHER	
				TOTAL	

BUSINESS OFFICE WILL NOT PROCESS INCOMPLETE REQUISITIONS

BUSINESS OFFICE USE:
DATE RECEIVED: _____
DATE ORDERED: _____
REF # _____

_____
ACADEMY HEAD APPROVAL

_____
DEPARTMENT OF INSTRUCTION APPROVAL