Purchase Requisition Instructions

		PURCHASE REQUIS	SITION					
Hamilton College					Number			
198 College Hill Road								
Clinton, NY 13323					Date	Enter tod	ay's	date
VENDOR NAME	Enter vendo	or name here						
VENDOR ADDRESS								
BUDGET LINE NO.	MODEL NO.	DESCRIPTION		QUANTIT	Y UNIT	PRICE EAC	0.00	TOTAL PRICE
Enter Budget GL # to charge (can be multiple)	Enter item # for product if applicable (can be found on quote)	Enter a brief description for product or service	TOTAL	be ea	ter the qu purchase ch or 1 ye ell as the p	ed (ex.1 ear) as	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0
ORDERED BY	Please submit the PO to the vendor and place the order Please return the PO to the requestor for order placement Enter the requestor's name					Please send this completed requisition to purchase@hamilton.edu along with any quotes and corresponding documentation.		
DEPARTMENT HEAD PURCHASING APPROVAL		Enter the requestor's departr head's name	ment					

⁻ For requisitions <u>under \$10,000</u>, the req must be sent to Procurement with a copy to the department director, program chair, or AVP

⁻ For requisitions over \$10,000, the req must be sent to Procurement with a copy to the division VP