

Southern Illinois University Edwardsville
PURCHASE REQUISITION

Header Information:

(For Purchasing Use Only)

Fiscal Year: _____

Requisition #: _____

Date Prepared: _____ Campus Box: _____

AIS Purchase Order #: _____

Preparer Name: _____

Buyer: _____

CMAIL EMAIL INS IRS VC

Preparer Phone No.: _____ Preparer E-mail Address: _____

[**PURCHASE REQUISITION MANUAL**](#) 

Business Owner Name: _____

[**PURCHASING GUIDELINES**](#) 

Business Owner Phone No.: _____ Business Owner E-mail Address: _____

Distributions Information

Account to be charged: *

Budget Purpose : _____ Delivery Site (bldg name & room no). If multiple delivery sites, _____
 (*If multiple budget purpose numbers, go to page 4) indicate in Notes to Buyer section:

Supplier Information

Is the Supplier, Supplier's owner/major officer, or member of their family an employee of any SIU campus? **Yes** **No**

Is this supplier a US based/branched entity, US Citizen Or Permanent Resident?: **Yes** **No**

If applicable, Supplier Insurance on file? : [Link to Insurance excel file](#) **Yes** **No** **N/A**

| | |
|--|---|
| Supplier Name and Address AIS Vendor Name / TIN Search AIS Search Instructions | Name: _____ AIS Supplier Number: _____ DBA: _____ TIN: _____ Address: _____ P.O. Box No: _____ City: _____ State: _____ Zip: _____ |
| Supplier Contact Person: | Name: _____ E-mail: _____ Phone: _____ Fax: _____ |

Transaction Information

Requesting Department: _____ Acquisition Type: _____ Previous P.O.: _____

Will this supplier handle confidential and/or protected information outside of SIU controlled systems? : **Yes** ([Third Party Service Provider](#)) **No**

Does this transaction involve the purchase/licensing of computer software and/or web based applications?: **Yes** **No** [Risk Assessment Form SPRA](#)

If applicable, is new furniture valued at \$500 or more per item being purchased?: **Yes** **No** **N/A** [Furniture Form](#)

If applicable, included contract/terms and conditions requires legal review? : **Yes** **No** **N/A** [Contracts Website](#)

Coverage Term: **Multi-Year** **Annual or Less** **No Term** _____ to _____ Deliverables Due Date: _____

Total Requisition Cost:

PURCHASE REQUISITION

| Line Item | Qty. | Unit of Measure | Brief Description (240Characters) | Unit Price | Price Extension |
|-----------|------|-----------------|-----------------------------------|------------|-----------------|
| | | | | | |

| Line Item | Qty. | Unit of Measure | Brief Description (240Characters) | Unit Price | Price Extension |
|-----------|------|-----------------|-----------------------------------|------------|-----------------|
| | | | | | |

| Line Item | Qty. | Unit of Measure | Brief Description (240Characters) | Unit Price | Price Extension |
|-----------|------|-----------------|-----------------------------------|------------|-----------------|
| | | | | | |

| Line Item | Qty. | Unit of Measure | Brief Description (240Characters) | Unit Price | Price Extension |
|-----------|------|-----------------|-----------------------------------|------------|-----------------|
| | | | | | |

| Line Item | Qty. | Unit of Measure | Brief Description (240Characters) | Unit Price | Price Extension |
|-----------|------|-----------------|-----------------------------------|------------|-----------------|
| | | | | | |

| Line Item | Qty. | Unit of Measure | Brief Description (240Characters) | Unit Price | Price Extension |
|-----------|------|-----------------|-----------------------------------|------------|-----------------|
| | | | | | |

| Line Item | Qty. | Unit of Measure | Brief Description (240Characters) | Unit Price | Price Extension |
|-----------|------|-----------------|-----------------------------------|------------|-----------------|
| | | | | | |

