SAMPLE DEPARTMENT ELECTRONIC REQUISTION INPUT DATA WORKSHEET

DATE _____	REQUESTOR/PHONE _____/_____	REQUSITION # Z_____ PO # _____

FRS #/S_____ _____ _____ _____	AUTHORIZING SIGNATURE/S _____ _____	ENTRY PERSON _____

DELIVERY CODE _____	DELIVERY DATE _____	STATUS _____ (NORMAL, RUSH, EMERGENCY)

QUOTE REFERANCE NAME/NUMBER/DATE _____	FOB ____	SPECIAL DELIVERY INSTRUCTIONS _____

SUGGESTED VENDOR	V_____
ALTERNATE VENDOR	V_____

CATALOG #	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	TOTAL

Attach specification sheets for bid items