Black River Technical College

Purchase Request Form

The _____ department requests the purchase of the following item(s):

FOR OFFICE USE ONLY
Purchase Order #:
Quote Bid #:
State PR #:
Contract #:
GL Acct #:
Purchase Codes:
Approved By:
Date:

*******Please list: quantity, description of goods or services, possible vendor*******
(min. of 3 vendors if total is over $5000) and attach a product sample when possible.

Quantity	Description	Unit Price	Total
		Grand Total	

Vendor:	
Contact:	
Address 1:	
Address 2:	
City/State/Zip:	
Telephone:	
Fax:	
Web/E-Mail:	

	Consumable Supply
	Repair/Service Equipment
	Equipment
	Hand Tools
	Library Holdings
	Manual/Textbook
	Resale Purchase
	Land Improvements
	Building Addition

Signed: _____ **Date:** _____