

# SHEARN REQUISITION/PURCHASE ORDER REQUEST

(FOR PURCHASE OF EQUIPMENT AND/OR GENERAL SUPPLIES FROM OUTSIDE VENDOR)

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

QUANTITY	UNIT? MEASURE	PART NUMBER	MATERIAL DESCRIPTION	MATERIAL GROUP#	UNIT PRICE	EXTENDED COST

**CHARGE TO:**

ACCT CODE	BUS AREA	COMMITMENT ITEM (FUNCTION-OBJECT)	FUNDS CENTER (ORG.#-IA-PROJECT)	FUND

SIP Target \_\_\_\_\_

Requester \_\_\_\_\_

**SUGGESTED VENDOR:**  
(NAME/ADDRESS/PHONE/FAX)

RELEASED \_\_\_\_\_

Approval: \_\_\_\_\_

SAP Document #

Total