Georgia Southwestern State University

INTERNAL REQUISITION

Materials Mgt: Telephone: 931-2301 Fax: 931-5030

Bookstore: Telephone: 931-2366

DATE:

DEPARTMENT:

DEPARTMENT CHARGE CODE (3-DIGIT):

PURCHASE APPROVAL (signature)

DELIVER TO:

BUILDING/ROOM NO.

RECEIVED BY:

ACCOUNT FUND DEPT ID PRGM CLASS GRANT CODE QTY BACK QTY UNIT DESCRIPTION UNIT NUMBER ISSUED ORDER

FILLED BY

DATE