

FM-105 Purchase Requisition - Facilities Management

For Bidding (Attach Specs & Vendor List)
For Award from Bid Number
Supporting Docs included
Reviewed for subcontracting
Justification for Sole Source, attached
Sufficient project funds

Purchase Requisition Number:

Department:

Date:

Contact Email :

Project Title:

Project No:

Work Order No:

**Approximate expiration date
not to exceed one year:**

Fund

CC:

Account Code:

Amount of Funds Authorized for Blanket PO/PO:

(Amount over \$150K must be signed by VP of Business & Finance)

Amount of Blanket PO/PO Award:

Description of scope of work and basis for award
such as quote #'s, RFI, RFQ and RFP explanation:

Vendor:

Vendor Email:

Approvals:

Project Manager/Contact:

Date:

Additional Contact Approval:

Date:

Direct Supervisor:

Date:

VP of Business and Finance:

Date:

(Amount over \$150K must be signed by VP
of Business & Finance)

F.M. Business Office:

Date:

Notes: