

# FM-106 Purchase Requisition- Facilities Management

For Award  
Supporting Docs included  
Reviewed for subcontracting  
Sufficient project funds

Purchase Requisition Number:

Department:		Date:
Contact Email		
<b>Project Title:</b>		
Project No.:		
Work Order No.:		
Fund:	CC:	Account Code:
<b>Amount of Funds Authorized for Blanket PO/PO (AFAC):</b> (Any change to this amount that exceeds a total contract amount of \$150K or exceeds previously approved requires VP Business & Finance signature)		Increase of AFAC from previous amount?
Blanket PO/PO Number:		Change Order Number:
Original BPO/PO Amount:		
Current BPO/PO Amount:		
Add or Deduct Amount: (+)		(-)
New Blanket PO/PO Amount:		
<b>Vendor:</b>		
Vendor Email:		
<b>Approvals:</b>		
<b>Project Manager/Contact:</b>		Date:
Additional Contact Approval:		Date:
Direct Supervisor:		Date:
V.P of Business and Finance:		Date:
<small>(Contract amount increases over \$150K must be signed by the VP of Business and Finance)</small>		
F.M. Business Office:		Date:
<b>Notes:</b>		