

FM-105 Purchase Requisition - Facilities Management

For Bidding (Attach Specs & Vendor List)
For Award from Bid Number
Reviewed for subcontracting
Justification for [Sole](#) or [Single](#) Source attached or 3 bids
Cost tracking and supporting documentation attached

Purchase Requisition Number:

Department:

Date:

Contact Email :

Project Title:

Project #:

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

Fund

CC:

Account Code:

Amount of Funds Available in Project Budget:

(if not enough to cover this PO, must also submit with FM 102)

Amount of Vendor PO/PO Award

Amount of Funds Remaining in Budget after PO

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

Supporting documentation must be included.

Vendor:

Vendor Email:

Approvals: all purchases require signature of PM and Supervisor; additional approvals as needed by [FM Purchasing Approval levels](#)

Manager of Project

Direct Supervisor:

Date:

Additional Approver 1:

Date:

Additional Approver 2:

Date:

VP of Business & Finance

Date:

FM Business Office

Date:

Notes: *Supporting documentation must be attached.*