

FM - 106 Purchase Requisition- Facilities Management

Purchase Requisition Number:

Cost tracking and supporting documentation attached

Department:		Date:
Contact Email:		
Project Title:		
Project/WO #:		
Change Order #:		
Fund:	CC:	Account Code:
Vendor PO/PO Number:		*Available Budget:
Original PO Amount:		<i>If not enough to cover this PO, must submit with FM 102</i>
Current PO Amount:		Remaining budget after CO:
Add or Deduct Amount: (+)		(-)
*Rev. PO Amount:		
<i>*If the Revised PO surpasses signature level of supervisor it must go for additional approvals per BOT Authority to Sign, regardless of increase amount.</i>		
Vendor Name:		
Vendor Email:		
Approvals: all purchases require signature of PM and Supervisor; additional approvals as needed by FM Purchasing Approval levels		
Manager of Project:		Date:
Direct Supervisor:		Date:
Additional Approver 1:		Date:
Additional Approver 2:		Date:
VP of Business & Finance:		Date:
FM Business Office:		Date:
Supporting documentation must be attached. All PDC projects require cost tracking and schedule impacts		
Notes:		