

**FM - 106 Purchase Requisition- Facilities Management**

Purchase Requisition Number:

Cost tracking and supporting documentation attached

Department:		Date:
Contact Email:		
<b>Project Title:</b>		
Project:		
Change Order #:		
Fund:	CC:	Account Code:
Vendor 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 <u><a href="#">BOT Authority to Sign</a></u>, regardless of increase amount.</i>		
<b>Vendor Name:</b>		
<b>Vendor Email:</b>		
<b>Approvals:</b> all purchases require signature of PM and Supervisor; additional approvals as needed by <u><a href="#">FM Purchasing Approval levels</a></u>		
Manager of Project:		Date:
Direct Supervisor:		Date:
Additional Approver 1:		Date:
Additional Approver 2:		Date:
VP of Business & Finance:		Date:
FM Business Office:		Date:
<b>Supporting documentation must be attached. All PDC projects require cost tracking and schedule impacts</b>		
<b>Notes:</b>		