

SERVICE Requisition

OBLANKET OCHANGE ORDER

Project Contact: Fax: Department:					Date Requested:	:			
Project Contact: Phone:	Name and Address:		Originator	:					
Phone: Fax: E-Mail: Payment Terms: In Arrears E-Mail: Bayment Terms: Schedule of Payments - detailed breakdown attached Procurement Office Use Only Risk Analysi: Work Performed of Campus Date Received: Vendor #: Burner Detailsons Date Received: Vendor #: 204 Form Brownerner Requirements: Concernant Office Use Only Date Received: Vendor #: 204 Form Scope of Work / Specifications PO #:					Department	:			
Phone: Fax: E-Mail: Payment Terms: In Arrears E-Mail: Backmane - Justification attached Procurement Office Use Only Risk Analysi: Work Performed of Campus Work Performed of Campus Produce Insurance Requirements: Concret Libbility Insurance Requirements: Other Other Date Received: Yendor #: Scope of Work / Specifications	Project Contact:			Phone:	:				
Payment Terms: In Arrears Schedule of Payments - detailed breakdown attached	Phone: E-Mail:		Fax:		E-Mail:	:			
Wark Performed on Campus Vendor #: 204 Form Insurance Requirements: Automobile PO #: 204 Form Automobile PO #: PO #: <th></th> <th>Schedule of Payments - of</th> <th></th> <th></th> <th colspan="5"></th>		Schedule of Payments - of							
Insurance Requirements:	· _ v			Date Rece	Date Received:				
□ Other PO #: Scope of Work / Specifications		ts: General Liability		Vendor #				204 Form	
Warranty (if applicable): NTE: \$ Requisition Request Over \$100,000: Yes No If yes, Scope of Work for Services at 100k May require advertised bid. Attached Services Requisition \$50,000 - \$99,000: 3 Quotes Attached Services Requisition \$50,000 - \$99,000: 3 Quotes Attached Inclsude writien Scope of Work and min 3 qutoes. Services Dates: Start Date: End Date:									
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	Account	T thiu		01055	1 Toject ID	70		Dept Approval	
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I certify that the goods & services requested are necessary for the operation of the department, that there are sufficient funds to cover the expense, and that I am authorized to approve such expenses.