BISHOP STATE COMMUNITY COLLEGE

MAIN CAMPUS
351 NORTH BROAD ST.
MOBILE, ALABAMA 36603-5898

Downtown Campus ☐
Carver Campus ☐
Southwest Campus ☐
Truck Driving ☐

REQUISITION

SUGGESTED VENDOR

DATE _____

FROM DEPARTMENT OF

_____

_____

ACCOUNT # _____

PURCHASE ORDER # _____

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
TOTAL			**$**	

THE FOLLOWING ITEMS WILL BE USED FOR:

_____

SUBMITTED BY:

_____

DATE _____

I HERBY CERTIFY THAT FUNDS ARE BUDGETED FOR THE ITEMS ABOVE AND THAT PURCHASES ARE MADE IN ACCORDANCE WITH TERMS AND CONDITIONS SET FORTH BY GRANT AWARDS AND/OR REQUIREMENTS.

APPROVED BY:

_____
OFFICE, DEPARTMENT HEAD OR DIVISIONAL CHAIRPERSON

DO NOT WRITE BELOW THIS LINE

BUSINESS OFFICE ACTION

AVAILABLE (YES) _____ (NO) _____
SIGNATURE: _____
COMMENTS: _____
_____

BUSINESS MANAGER

APPROVED: _____
DISAPPROVED: _____
SIGNATURE: _____
COMMENTS: _____

PURCHASING AGENT

CONFIRMATION OK
SIGNATURE: _____
COMMENTS: _____
_____