MILES COLLEGE

BIRMINGHAM, ALABAMA 35208

DEPT'S REQUISITION # _____

Date Needed _____ Department _____

Terms _____ Date _____

DO NOT USE THE TERM "IMMEDIATELY"

Anticipate your needs

DEPARTMENTAL REQUISITION

Return all copies to the Office of Business Affairs signed

Purchased from: _____

Vendor's Name

_____

Vendor's Address

Quantity	Description	Unit Price	Total

Prices shown hereon are quoted ☐ Estimated ☐ Current prices should be shown for each item listed

Statement of justification is attached

_____ _____

Requisitioned Business Manager

_____ _____

Department Head

Revised 2/04