PURCHASE REQUISITION

Elizabethtown College

TODAY'S DATE:	DATE NEEDED:

☐ ISSUE CHECK ☐ ISSUE PETTY CASH *(request must be $75 or less)*	PAYABLE TO: ADDRESS *or* SMB and ID #: SEND CHECK TO:

DESCRIPTION	TOTAL $ AMOUNT

REQUESTED BY	DEPARTMENT / CLUB	ACCOUNT #	APPROVED BY