

**PURCHASE REQUISITION**

*Elizabethtown College*

TODAY'S DATE: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_

<input type="checkbox"/> ISSUE CHECK  <input type="checkbox"/> ISSUE PETTY CASH <i>(request must be \$75 or less)</i>	PAYABLE TO: ADDRESS <i>or</i> SMB and ID #:  SEND CHECK TO:
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DESCRIPTION	TOTAL \$ AMOUNT

~~~~~ REQUESTED BY \_\_\_\_\_ DEPARTMENT / CLUB \_\_\_\_\_ ACCOUNT # \_\_\_\_\_ APPROVED BY \_\_\_\_\_ ~~~~~

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