



NMSU Grants Branch

1500 N Third St.
Grants, NM 87020
(505) 287-6653 fax (505) 287-2329

Date _____

Library Only

PURCHASE REQUISITION

(Not a Purchase Order)

Vendor

Name _____
 Address _____
 City _____ St _____ ZIP _____
 Phone _____
 Fax _____
 Email _____

Ship To

Name _____
 Company NMSU Grants Branch
 Address 1500 N Third Street
 City Grants St NM ZIP 87020
 Phone (505) 287-6653

Quote # _____

Purchased with Pcard
Request to use Pcard

Qty	Units	Description	Item#	Unit Price	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

For Internal Use Only

SubTotal	_____
Shipping & Handling	_____
Tax	_____
Total Pg 1	_____

Vehicle and License #

Requested By (Signature)

Business Purpose

Grant Information

Grant PI (Signature) _____
 Grant # _____
 Grant Act/Obj _____

Approval

Approval _____ Date _____

Approval _____ Date _____

Approval _____ Date _____

Approval _____ Date _____

Banner Account Numbers

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Business Office Use Only

Date Received _____
 Date Entered _____
 Requisition # _____



NMSU Grants Branch

1500 N Third St.
Grants, NM 87020
(505) 287-6653 fax (505) 287-2329

Date _____

Library Only

PURCHASE REQUISITION

(Not a Purchase Order)

Vendor

Name _____
 Address _____
 City _____ St _____ ZIP _____
 Phone _____
 Fax _____
 Email _____

Ship To

Name _____
 Company NMSU Grants Branch
 Address 1500 N Third Street
 City Grants St NM ZIP 87020
 Phone (505) 287-6653

Quote # _____

Purchased with Pcard
Request to use Pcard

Qty	Units	Description	Item#	Unit Price	TOTAL
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					

For Internal Use Only

SubTotal	_____
Subtotal Pg 1	_____
Shipping & Handling	_____
Tax	_____
TOTAL	_____

Vehicle and License #

Requested By (Signature)

Business Purpose

Grant Information

Grant PI (Signature) _____
 Grant # _____
 Grant Act/Obj _____

Approval

Approval _____ Date _____

Approval _____ Date _____

Approval _____ Date _____

Approval _____ Date _____

Banner Account Numbers

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Business Office Use Only

Date Received _____
 Date Entered _____
 Requisition # _____