



NMSU Grants Branch

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

Date _____

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	St	ZIP	
Phone	(505) 287-6653		

Quote # _____

Purchased with Pcard ☐
Request to use Pcard ☐

Qty	Units	Description	Item#	Unit Price	TOTAL
17					\$ 0.00
18					\$ 0.00
19					\$ 0.00
20					\$ 0.00
21					\$ 0.00
22					\$ 0.00
23					\$ 0.00
24					\$ 0.00
25					\$ 0.00
26					\$ 0.00
27					\$ 0.00
28					\$ 0.00
29					\$ 0.00
30					\$ 0.00
31					\$ 0.00
32					\$ 0.00

For Internal Use Only

SubTotal	\$ 0.00
Subtotal Pg 1	\$ 0.00
Shipping & Handling	
Tax	
TOTAL	\$ 0.00

Vehicle and License #

Requested By (Signature)

Business Purpose

Index Number

Banner Account Numbers

	\$	
	\$	
	\$	
	\$	
-	\$	0.00

Approval

Approval _____ Date _____

Approval _____ Date _____

Approval _____ Date _____

Approval _____ Date _____

All incomplete purchase requisitions will be returned.

Email the finished Purchase Requisition to:
gr_purchasing@nmsu.edu

Business Office Use Only

Date Entered _____

Requisition # _____