



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	Grants	St	NM
Phone	(505) 287-6653	ZIP	87020

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

Tax

Shipping & Handling

TOTAL

Vehicle and License #

Requested By (Signature)

Business Purpose

Index Number

\$

\$

\$

\$

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 #