Morris College
Sumter South Carolina
REQUISITION FORM

ACCOUNT# _____
(To be supplied by office of financial services)

DATE SUBMITTED: _____ DATE REQUESTED: _____

REQUESTED BY: _____ APPROVED BY: _____

DIVISION OR ADMINISTRATIVE UNIT: _____

PURPOSE: _____

QTY	DESCRIPTION	PRICE	PER	AMOUNT

SUGGESTED VENDOR

NAME: _____ **SUBTOTAL $ _____**

STREET ADDRESS 1 _____ **TAX $ _____**

STREET ADDRESS 2 _____ **TOTAL COST $ _____**

CITY _____ STATE _____ ZIP _____

APPROVED BY:

_____ _____
(TITLE III OR TITILE IV COORDINATOR) **(DIRECTOR OF FINANCIAL SERVICES)**

_____
(PRESIDENT)