

# REQUISITION BLANK

Department of Ecology and Evolutionary Biology  
Cornell University

Catalog Number	Quantity	Unit of Measure	Item Description	Estimated Price/Unit	Total Estimated Cost

Please indicate business purpose:

Account No. to be charged: \_\_\_\_\_

Above may be purchased from: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Firm

Requested by: \_\_\_\_\_

\_\_\_\_\_  
Address

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Phone #/Fax #

### E&EB Accounting Office Use Only

Requisition No.: \_\_\_\_\_

Order forwarded to company by: \_\_\_\_\_

Order input to APPS by: \_\_\_\_\_

Autofaxed - Purchasing: \_\_\_\_\_

Ordered by: \_\_\_\_\_

Faxed by Department: \_\_\_\_\_

Sent to Purchasing: \_\_\_\_\_

On: \_\_\_\_\_ (date)

Via Procurement Card: \_\_\_\_\_