

**SOUTHEASTERN OKLAHOMA
STATE UNIVERSITY**

REQUISITION To the Business Office

| | | | | |
|---------------------|--|--|----------------------|------------------|
| ACCOUNT NAME | | INQUIRIES DIRECTED TO: PURCHASING OFFICE: 924-0121 X 347 STATION A Durant, Okla. 74701 | JACKET | |
| | | | No. | |
| DATE: | | | Vendor I.D.: | |
| BOARD APPROVAL DATE | | | Authority Order No.: | State Obj. Code: |
| STATE CONTRACT NO. | | Subactivity Code: | Bid Code: | |
| | | State Fund Code: | | |

SOSU

Account No.:

VENDOR (Name and complete mailing address)

FEI: _____

ORDERING DEPT.:

NAME:

PHONE:

ADDRESS:

REGISTRATION FOR TAX FREE TRANSACTIONS UNDER CHAPTER 32 OF THE INTERNAL REVENUE CODE
F.E.I. NO. 736017987

DELIVER TO ROOM AND BUILDING OR ADDRESS:
CENTRAL RECEIVING (UNLESS SPECIFIED BELOW)

| ITEM NO. | QUANTITY | GIVE DETAILED DESCRIPTION – DOUBLE SPACE BETWEEN ITEMS | CHECK ONE | |
|----------|----------|--|--------------------------|--------------------------------|
| | | | UNIT PRICE | ESTIMATED AMOUNT QUOTED AMOUNT |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |

AS PER QUOTATION

ATTACH CONTINUATION SHEET IF ADDITIONAL SPACE IS NEEDED

TOTAL =====

| | | | | | | |
|---|-----------------------|---|-----------|----------|--------|----------------|
| BY: | DATED | TERMS | F.O.B. | | | |
| INQUIRIES FROM PURCHASING OFFICE TO BE DIRECTED TO: (NAME AND EXT.) | WANTED NOT LATER THAN | DESCRIPTION AND REASON FOR USE OF INSTITUTIONAL FUNDS | | | | FOR ACCTG. USE |
| NAME | PHONE | | | | | DATE ENTERED |
| REQUESTED: HEAD OF DEPARTMENT | DATE | DATE | CLAIM NO. | INV. NO. | AMOUNT | BALANCE |
| RECOMMENDED: DEAN OR ADMIN. OFFICER | DATE | | | | | |
| APPROVED: VICE PRESIDENT (WHEN REQUIRED) | DATE | | | | | |
| APPROVED: ACCOUNTING DEPARTMENT | DATE | BUDGET CHANGE | | | | |
| APPROVED: PURCHASING DEPARTMENT | DATE | | | | | |

This institution, in compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as amended; Title IX of the Education Amendments of 1972; and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or other status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.