

PURCHASE REQUISITION

• Part B must be completed by all departments except Athletics

PART A

Date _____

Date Wanted _____

P.O. No. _____

Index Code _____

Quantity	Unit	Description	Unit Price	Total
		Total		

CHECK THOSE

THAT APPLY: FAX () _____

CHECK WITH ORDER _____

OTHER _____

Suggested Source of Purchase	Deliver to	
Company Name	Building	Room
Address	Requested By	
	Approved	

PART B

• If the purchase contains DSU branding, a Creative and Visual Services approval number is required before a purchase order number will be issued.

1. Does this purchase contain any DSU branding such as DSU logo(s), trademark(s) or verbiage?

Yes No

• If yes, please continue to question #2

2. Has the artwork/design been approved by the DSU Office of Creative and Visual Services?

Yes No

• If yes, please provide the DSU Office of Creative and Visual Services approval number assigned to this project _____

• If no, please submit the artwork/design for this project. Information can be found at www.dixie.edu/creativeservices