Hartwick College Material Requisition Form

For purchase requests, materials, supplies, and account coding

FILLABLE PDF

1. Vendor / Order Information

Date

Department

Account No.

Date Needed

Order Type

☐ Prepaid ☐ Confirming Order ☐ Pick up

Please furnish the following from (Vendor Name)

Requester / Contact

Requester Email / Phone

Delivery / Special Instructions

2. Material / Item Details

Quantity	UOM	Product ID Number	Description	Unit Price	Total Price
				TOTAL	

3. Request and Approval

Requested By

Approved (Dept Head)

Date Signed

Approved (VP)

Approved: President (if required)

Date Signed

Policy Note: Purchasing items/materials VP limit is $10,000; $10,000+ President approval.
Contract less than 1 year term & < $2,500 VP approval; $2,501-$10,000 VP for Finance approval.
Contract greater than 1 year or $10,001+ President approval.

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