

## Columbia College Purchase Request

<b>Discipline:</b>						<b>Budget Category (place X in one)</b>	
<b>Date:</b>						<b>VTEA</b>	<b>Student fee</b>
<b>Instructor:</b>						<b>Fund 11</b>	<b>Grant</b>
<b>Course (optional)</b>						<b>Any</b>	
<b>Deliver To:</b>						<b>Date Needed By:</b>	
		(Building and Room No.)					
<b>Quantity</b>	<b>Unit</b>	<b>I.D. Number</b>	<b>Description</b>	<b>Unit Cost</b>	<b>Sub totals</b>	<b>Attach Copy of Product Information When Possible</b>	
						<b>Open Purchase Number:</b>	
						<b>Source of Price:</b>	
						<b>Vendor: (Name &amp; Address)</b>	
						<b>Representative:</b>	
						<b>Phone Number:</b>	
						<b>Fax Number:</b>	
					<b>Sub Total:</b>	<b>Comments:</b>	
					<b>Shipping and Handling (7.75%):</b>		
					<b>Sales tax:</b>		
					<b>Total:</b>		
<b>Account Number:</b>						Enter information into spaces provided. Save file and email to Division Office or print copy and place in Division Office mail box. Please use once form per vendor.	
		(assigned by Division Office)					