Accounting Services Guide
Purchase Requisitions

- **Items section**: If you know exactly which items you would like to purchase, provide the full item code, full name of item, and quantity desired. Otherwise, please give a detailed description of the type of item you would like to purchase. The unit of measure should be included if the item is not sold in a set quantity. The unit price field does not need to be completed. If you have received a quote, attach the quote or enter the unit price with the name of the person who gave you the quote (or if received online).

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Accounting Services Guide

Appendix A