

MISERICORDIA UNIVERSITY

Purchase Requisition/Check Request

For Office Use Only

REQ. NO.	
P.O. NO.	
CK. NO.	

ACCOUNT TITLE	ACCOUNT CODE	DATE
Student Research grant	12-51000	1/13/2017

If preparing as a CHECK REQUEST, submit ONE copy with all supporting documentation to the Controller's Office after obtaining all approvals.

If preparing as a PURCHASE REQUISITION, submit THREE copies with all supporting documentation to the Purchasing Office after obtaining all approvals.

SUGGESTED SUPPLIERS:	OR	CHECK PAYABLE TO:
		John Smith 30 Smith St. Dallas, PA 18612
DATE REQUIRED:		RETURN CHECK TO:

QUANTITY	SPECIFICATIONS <small>Provide complete specifications of items including catalog numbers. If specifications or quotations are obtained, all documents must be attached. Please provide complete information regarding purchases.</small>	UNIT COST	ESTIMATED COST
10	Amazon Gift cards - incentives for study participant	25.00	250.00
2	Monthly plan - Survey Monkey - August, September 201	26.00	52.00
	Craft supplies for project (Michaels store)		160.74
TOTAL			462.74

PURPOSE: For student grant research project.

CHECK ONE:

PURCHASE REQUISITION

☐

CHECK REQUEST

☒

NOTE: All signatures for requests and approvals must be handwritten. Electronic signatures will not be accepted

REQUESTED BY	DATE	BUDGET APPROVAL	DATE
John Smith			
APPROVED BY	DATE		DATE