



**CCA**  
COLLEGE AND CAREER ADVANTAGE

**PURCHASE REQUISITION**

PO# \_\_\_\_\_

PR# \_\_\_\_\_

<b>Requestor Name:</b>	<b>Date Prepared:</b>
<b>CLASS NAME and SITE or DEPARTMENT :</b>	<b>Resource Code / Budget</b>
<b>Ship To</b>	<b>Date Required/Needed By:</b>

<b>Suggested/Preferred Vendor:</b>		<b>Quote Number:</b>
<b>Vendor Address</b>	<b>Vendor Phone #:</b>	<b>Vendor Website:</b>
	<b>Vendor Fax #:</b>	<b>Vendor eMail:</b>

Item	Qty	Unit	Item #	Description	Cost/Price (Per Unit)	*Extended Amount
1						
2						
3						
4						
5						
6						
7						
8						

<b>Submit with quote, shopping cart or web links to items.</b>	<b>Subtotal</b>
	<b>Tax</b>
	<b>Shipping</b>
	<b>Estimated Grand Total</b>

Office Use Only

<b>Address:</b>	<b>Vendor Name ID:</b>
<b>Approved Vendor Contact:</b>	<b>Pseudo Account:</b>

**\*APPROVAL:**  
**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Executive Director** \_\_\_\_\_ **Date:** \_\_\_\_\_