

UAF CFOS Purchase Requisition Form

Comments _____

Preferred Shipping Address (If empty, it will be shipped to 245 O'Neill, 2150 Koyukuk Drive Fairbanks, AK 99775)	
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- 1) All procurement is handled by the University buyer or others authorized by the controller.
- 2) Requisition so as to allow ample lead time to permit bidding, award, purchase, and delivery at the lowest possible cost.
- 3) The person approving this requisition is primarily responsible to see that budgeted funds are available.

Requisitioned by

Signature

Date

Approved by

Signature

Date