

REQUISITION
Mille Lacs Reservation Purchasing Supply

1. VENDOR NAME & NUMBER					2. DATE OF REQUISITION	
3. DELIVER TO DEPARTMENT OR PROGRAM						
4. CHARGE TO DEPARTMENT OR PROGRAM ACCOUNTING CODE						
5. REQUESTED BY				6. APPROVED BY		
7. BUDGETED LINE ITEM DESCRIPTION						
8. Quantity	9. Unit	10. Cataglog Number	11. Page	12. Full Description	13. Unit Price	14. Total Price
					15. SHIPPING & HANDLING	
					16. M.L.R. SALES TAX - 5%	
					17. TOTAL COST	
					N/A	
18. SUGGESTED VENODRS (attach list of additional vendors)						

PURCHASING DEPARTMENT USE ONLY

ORDERED FROM		SIGNATURE OF PURCHASING AGENT	
PURCHASE ORDER NO.	DATE ORDER PLACED	DATE ORDER COMPLETED	