

# HARTNELL COMMUNITY COLLEGE DISTRICT

SALINAS, CALIFORNIA

<b>PURCHASE REQUISITION</b> <b>No:</b> _____
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**TYPE or PRINT with Ball Point Pen**

ORIGINATING DEPT \_\_\_\_\_

RECOMMENDED VENDOR \_\_\_\_\_

DATE OF REQ'N \_\_\_\_\_

GL# \_\_\_\_\_

VENDOR# \_\_\_\_\_

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

BPO INCREASE PROVIDE BPO#: **B** \_\_\_\_\_

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

CURRENT ENCUMBRANCE                  ADDITIONAL ENCUMBRANCE                  NEW ENCUMBRANCE

**BPO Increase Requisition *MUST* be signed appropriately for the NEW ENCUMBRANCE amount.**

QUANTITY	DESCRIPTION / JUSTIFICATION OF ITEMS OR SERVICES	UNIT PRICE	EXTENDED PRICE

The undersigned certifies that the above items or services are necessary for use by the school.

TAX	
FREIGHT	
<b>TOTAL</b>	<b> </b>

REQUISITIONER \_\_\_\_\_ EXT \_\_\_\_\_

A/V or IT \_\_\_\_\_

1st DEAN / DIRECTOR \_\_\_\_\_

2nd DEAN / DIRECTOR \_\_\_\_\_

VICE PRESIDENT \_\_\_\_\_

PRESIDENT / SUPERINTENDENT \_\_\_\_\_