❑ "NEW" vendor (complete a vendor questionnaire form)
*All new vendors **must** be approved by Purchasing

OBERLIN COLLEGE

❑ Requisition Form ❑ Change Order Form

Date____/_____/_____

For OC Internal Use Only **THIS IS NOT A PURCHASE ORDER**

Purchasing Use Only:
P.O. # _____
P.O. Date _____

SUGGESTED VENDOR	
NAME	REQUISITIONER
ADDRESS	DEPARTMENT
	TELEPHONE EXT.
TELEPHONE #	CAMPUS LOCATION
FAX #	

Vendor's Contact Person & Email:

NOTES:
Attach ALL copies of any quotes received. (email or fax with this requisition)
A minimum of two (2) quotes is required if the cost is over $1,000 or a minimum of three (3) quotes are required if the cost is over $5,000, unless the items purchased are on a contract with an authorized/approved vendor.
A certificate of insurance must be submitted or be on file in Purchasing if this purchase is for contract services.

SHIP TO:
DEPARTMENT:
ADDRESS:
ATTENTION:

TERMS	F.O.B. FRT TERMS	QUOTE REF.	QUOTE DATE	DATE REQUIRED: (ASAP NOT Applicable)

QUANTITY	UNIT/M	Vendor Part No.	FULL DESCRIPTION OF PURCHASED ITEMS	UNIT PRICE	TOTAL AMOUNT
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
Unit of Measure: **QT**-Quart **OZ**-Ounce **LB**-Pound **RM**-Ream **EA**-Each **BX**-Box **FT**-Feet **ST**-Set			TOTAL		0.00

Check **One** from each of the following lists:

Processing Instructions:
❑ FAX PO
❑ MAIL PO
❑ SEND BACK TO DEPT.
❑ Email _____
❑ Other _____

Source of Prices:
❑ Quote Attached
❑ Phone Quote
❑ Catalog Price
❑ Last Order
❑ Other _____
❑ Internet:web address _____

Reason for Vendor Suggested:
❑ Best Price
❑ Best Delivery
❑ Previous Supplier
❑ Under Contract
❑ Only Known Source

Delivery Date Indicated is:
❑ Essential - Cancel Order if material can *NOT* be delivered by this date.
❑ Desired Date

FOAP ACCOUNT (Required)

FUND # ___ ___ ___ ___ ___ (5 DIGITS)

ORGN # ___ ___ ___ ___ ___ ___ (4-6 DIGITS)

ACCOUNT # ___ ___ ___ ___ (4 DIGITS)

PROGRAM # ___ ___ (2 DIGITS)

****Incomplete Requisition forms will not be processed and will be returned to you for completion.**

APPROVAL SIGNATURES: By signing this document you acknowledge you are authorized to procure the items listed on behalf of Oberlin College and/or your department and/or organization.

Requisitioner/Dept. Head (Amount as authorized by supervisor up to $4,999)

Division Head (Required IF OVER $5,000)

Vice President for Finance (Required IF OVER $25,000)

Purchasing:

SPECIAL INSTRUCTIONS:

Purchasing use only: order placed via ❑ fax ❑ phone ❑ on-line ❑ PDF/E-Mail ❑ Do Not Confirm ❑ Certificate of Insurance