

FINLANDIA UNIVERSITY

DEPARTMENTAL REQUISITION

FINLANDIA UNIVERSITY

601 Quincy Street
Hancock, Michigan 49930

- Supplies
- Equipment
- Other

Req. No. _____
Date _____
Date Needed _____

Deliver to _____ dept. Charge to _____ dept. Dept. Acct. No. _____
Requested by _____ Approved by _____

Quantity	Item Number	Full Description	Unit	Total

Please indicate vendor & source information

Name _____
Address _____
City/State/Zip _____
Phone _____ Fax _____

PURCHASING DEPARTMENT USE ONLY

P.O. # _____ Date _____
Vendor _____

Processed By _____
