



Brooklyn College Non-Tax Purchase Requisition

1420 Boylan Hall • 2900 Bedford Avenue • Brooklyn, NY 11210
 Phone: 718.951.5133 Fax: 718.951.4870 Email: purchasing@brooklyn.cuny.edu
 Effective Date: August 14, 2017

Department Name	Account Number	Refer Questions To:	Telephone Number	Date
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Delivery Information:

Department Name	ATTN:	Building	Room Number	Requested Delivery Date
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Vendor Information:

Vendor Name	Address (City, State, Zip Code)	Telephone Number	ATTN:
		Fax Number	

#	Item #	Description	Qty	Unit	Unit Price	Amount
1						
2						
3						
4						
5						

Shipping and Handling:
(if applicable)

Authorized Signature:

Total	<input type="text"/>
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Special Instructions / Department Tracking / Comments:

For the Office of Purchasing use only. Do not write below this line.

Brooklyn College Requisition Number			Purchase Order Number			Federal ID Number	
Dept.	Cost Center	Variable	Fiscal Year	State Object	FAS Optional Coding	Bid Date and Time	