



DEPARTMENT REQUISITION FOR UNIVERSITY STORE PURCHASE

*****All purchases must adhere to State, BOR and KSU policies for allowable use of state funds. State funds are any funds that the university holds title to (i.e. student activity fees, auxiliary funds, departmental sales and service, indirects, etc). Gifts for faculty/employees are prohibited. Form must be filled out completely to be valid.**

General description of Item(s) to purchased:

What is the business purpose for this purchase (i.e. how does it support the mission of KSU)?

List of recipients – if applicable (recipients must sign acknowledging receipt).

Department Name (Must show complete Speedchart)

Extension

Estimated Amount

SPEEDCHART: Please indicate if purchase will be paid by the foundation.

Fund	Department ID	Program	Class	Account Number

- * ALL FORMS MUST BE SIGNED BY PURCHASER, DEPARTMENT HEAD AND BUSINESS MANAGER (IF APPLICABLE).
- * ALL FORMS MUST INCLUDE PHONE EXTENTION.
- * PURCHASES PAID BY FOUNDATION MUST BE CHARGED SALES TAX.

APPROVAL:

Employee Making Purchase (Please Print)	Signature	Email	Date
Department Head (Please Print)	Signature	Email	Date
Principal Investigator (Please Print) (if charged to grant)	Signature	Email	Date
Business Manager (Please Print) (if applicable)	Signature	Email	Date

***The above approval authorizes the Office of Finance and Accounting to direct post Bookstore charges to the departmental account listed above.**