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| Nevada System of Higher Education | | | | | | |  |  |  |  | |  |  |  | Requisition Date: | | | |  | | | | | | |
| Business Center North, Purchasing Department | | | | | | |  |  |  | REQUISITION NO. | | | | | | | | | | | | | | | |
| Reno, Nevada 89557-0064 | | | |  |  |  |  |  | RX |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |
|  |  |  | |  |  |  |  |  |  | AGCY | | | |  | ORGN | | | | Unique 4 Digit # | | | | | | |
| PHONE: (775) 784-6552 FAX: (775) 784-6017 | | | | | | |  |  |  |  | |  |  |  |  |  |  |  |  | | | | | | |
| **PURCHASE REQUISITION WORKSHEET** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Responsible Person | | | |  | Department Name | |  | Requested By | | | | |  |  |  |  | | Phone | | | | | | | |
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| Delivery Bldg/Room No. | | | |  | Suggested Vendor Name/Code | | | |  |  | |  |  |  |  |  |  |  |  | | | | | | |
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| Mail Stop | |  | |  | Address | |  |  |  |  | |  |  |  |  |  |  |  |  | | | | | | |
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|  | | | |  | Vendor Contact/Phone | |  | | | | | | | | |  |  |  |  | | | | | | |
| ACCOUNTING DISTRIBUTION | | | | | | | | | | | | | | | | | | | | | | | | | |
| LINE | FUND | AGCY | | ORGN | OBJT | SUB-OBJT | JOB # | | | | TOTAL EXPENDITURE | | | | | | | | | | | | | | |
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| COMMODITY INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | |
| LINE | QUANTITY | | | UNIT | COMM CODE | | UNIT COST | | | EXTENDED COST | | | | | | ACCT REF | | | TEXT | | | | | | |
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| 002 |  | | |  |  | | $ | | | $ | | | | | |  | | |  | | | | | | |
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| Other Required Approvals: | | | |  | | | | | | | | | | | Date: | |  | | | | |  | | | |

Rev: 9/28/2011

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