UNIVERSITY OF CALIFORNIA, SAN FRANCISCO PURCHASE REQUISITION
THIS IS NOT A PURCHASE ORDER

UP 10B-2 (R1/98) 71455-277/333816

Reference Number		Suggested vendor: Name, address, phone and fax #	
Dept. No.	Ext.	DEPARTMENTAL CONTACTS	
Req. Date	Date Needed	Send Confirming Order Name	Campus Box # Campus Phone
Cost Not To Exceed $	Custody Code	Technical Information Contact Name [ ] *Same as Confirmation Copy or:*	Campus Box # Campus Phone
Requisitioners e-mail		Departmental Invoice Contact Name [ ] *Same as Confirmation Copy or*	Campus Box # Campus Phone
Fax #		*SHADED AREAS FOR MATERIEL MANAGEMENT USE*	DELIVER TO: Name / Phone
		Address:	
		Dept. Name:	Budget Contract No. (If Applicable)

	NCA	FUND	DPA	PROG. Code	Fund Yr.	%
A						
B						
C						

F.O.B.	SHIP BY	PRICE BY: (Vendor representative)	TERMS-From Receipt of Goods or invoice (Whichever is Later)

QUANTITY	DESCRIPTION		CATALOG NO.			

Requisition attachments:
[ ] Specifications [ ] Sole Source
[ ] Vendor Quote(s) [ ] Other_____

DELIVERY SHALL BE MADE

[ ] **Initials of Originator:** I certify that equipment items listed above are a necessary purchase, and existing equipment is not available or suitable for sharing to the best of my knowledge.

#d by | Dispatched

DEPARTMENT ADMINISTRATIVE APPROVAL	ADMINISTRATIVE APPROVAL - FOR MATERIEL MANAGEMENT
1.	BUYER
2.	OTHER ADMINISTRATIVE APPROVAL
	OTHER ADMINISTRATIVE APPROVAL

RETENTION:
Purchasing: 5 years subject to contract and grants requirements (Equipment & Facilities)

2 years subject to contract and grant requirements (Supplies & Expenses)

Accounting: 5 years subject to contract and grant requirements