

Annex 13-A

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF GENERAL SERVICES
DIVISION OF PURCHASES AND SUPPLY
PURCHASE REQUISITION

FILE

REQUISITION NO. **3**

DATE **4**

INTRA-DEPARTMENT REQ. NO. **5**

PROCURE FOR
AND INVOICE TO:

1

SIGNATURES **6**

DATE **7**

CHECK HERE IF ITEM IS TO BE
FURNISHED AND INSTALLED **8**

DELIVER TO:

2

DATE WANTED--SHIP VIA **9**

DELIVERY HOURS **10**

PLEASE DOUBLE SPACE TYPE AND SKIP FULL LINE BETWEEN ITEMS:

PURCHASES AND SUPPLY
USE ONLY

LINE	COMMODITY NO.	CLASS TITLE: Use Separate Requisition for each Class	QUANTITY	UNIT	PURCHASES AND SUPPLY USE ONLY	
					UNIT BID	PURCHASE ORDER NUMBERS
1	11	12	13	14		
2						
3						
4						
5						
6						
7						
8						

INTRA-INST. Code:

CHECK HERE IF THIS PROCUREMENT
IS TO BE TREASURY FINANCED

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TRANS	AGENCY	GLA	FUND		FFY	PROGRAM			OBJECT	REVENUE SOURCE	AMOUNT			PROJECT			
			FUND	DET		PROG	SUB	ELE			PROJECT	TK	PH				
COST CODE	FIPS	PSD	AGENCY REFERENCE			INVOICE			DUE DATE			REFERENCE DOC					
			DATE	NUMBER	MM	DD	YY	NUMBER	SX	Y							
DESCRIPTION								CURRENT DOCUMENT		SUBSIDIARY ACCOUNT	MULTI-PURPOSE	CHECK IF EXPENDITURE DISTRIBUTION CONTINUATION					
								NUMBER	SX			SHEETS ARE ATTACHED					

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Procurement of items listed, as a charge against the accounts indicated, hereby is authorized.

Signature _____
Print Name _____

Date _____
Title _____
Phone Number _____