

# EXPENDITURE REQUISITION FORM

All orders must be placed using this Requisition Form

THE FLORIDA STATE UNIVERSITY  
OFFICE OF DISTANCE LEARNING



Do not spend personal funds expecting reimbursement without prior written permission from the accounting office.

Submitted by: (Name) \_\_\_\_\_ Submitted for: (if different) \_\_\_\_\_ Date: \_\_\_\_\_

College/Department/Unit: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Justification: (Explain your need for the items to be purchased. What will the products be used for?) \_\_\_\_\_

Who will use the products? \_\_\_\_\_

How will expense be paid? Purchase Order -  New -  Existing # \_\_\_\_\_ Interdepartmental Req. -  P-Card -  Not Sure -

**Description of Products/Services:** Complete one line for each item to be purchased. The description should be complete and precise and include part and model numbers as well as a text description. Indicate the date you need the item/service. ASAP is not an acceptable date.

No.	Quantity	Type	Description: Complete specifications; size, color, grade, part number, brand name, etc. Attach additional sheets if necessary.	Unit Price	Total Price	Date Needed
1.		<input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> AV Supply <input type="checkbox"/> Other <input type="checkbox"/> Computer Supply		\$	\$	
2.		<input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> AV Supply <input type="checkbox"/> Other <input type="checkbox"/> Computer Supply		\$	\$	
3.		<input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> AV Supply <input type="checkbox"/> Other <input type="checkbox"/> Computer Supply		\$	\$	
4.		<input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> AV Supply <input type="checkbox"/> Other <input type="checkbox"/> Computer Supply		\$	\$	
5.		<input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> AV Supply <input type="checkbox"/> Other <input type="checkbox"/> Computer Supply		\$	\$	
6.		<input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> AV Supply <input type="checkbox"/> Other <input type="checkbox"/> Computer Supply		\$	\$	

Quote attached -  Rush -  Discount for Web Order -

<b>Shipping</b> <i>(required)</i>	\$
<b>Total Cost</b>	\$

## Vendor Information (required)

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ URL for online vendor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: *(required for rush orders)* \_\_\_\_\_

Comments: \_\_\_\_\_ Is this Vendor in OMNI? Yes -  No -

## Approvals (admin only)

Academic Dept. Dean or Designee \_\_\_\_\_ Date recorded: \_\_\_\_\_

Academic Dept. Budget Manager: \_\_\_\_\_ Date approved: \_\_\_\_\_

ODL Director or Designee: \_\_\_\_\_ Date approved: \_\_\_\_\_

ODL Budget Manager: \_\_\_\_\_ Date recorded: \_\_\_\_\_

Provost/VP Approver: \_\_\_\_\_ Date approved: \_\_\_\_\_

Department ID/Fund: (6/3 digits) \_\_\_\_\_ Project Code/Chartfield 3: (10 digits) \_\_\_\_\_

**Note:** Expenditures over \$10,000 require Provost Office approval.