

# Purchasing Requisition



**Marshall B.  
KETCHUM UNIVERSITY**

### Type of Request

- Vendors
- Online Purchases
- Independent Contractors

### Ship To

- MBKU  
2575 Yorba Linda Blvd.,  
Fullerton, CA 92831
  - UECLA  
3916 S. Broadway,  
Los Angeles, CA 90037
  - KH Anaheim  
5460 E. La Palma Ave.,  
Anaheim, CA 92807
- Attn: \_\_\_\_\_

### Disposition Information

Supplier/Payee \_\_\_\_\_ Date \_\_\_\_\_

Account/ID # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Accounting Office Use Only		
Date	P.O. #	Backorder
Vendor ID #	Terms	<input type="checkbox"/> No
Confirm #	Ship via	

Taxable	Resale
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No

<b>Total Amount</b>	
<b>Budget Year</b>	
<b>Requestor</b>	
<b>Date Required</b>	

\_\_\_\_\_

Budget Dept. Approval

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Administrator Approval

QTY	Unit	Description (include Supplier Part #, if applicable)	Due Date	Unit Price	GL Acct #	Total Amount

**Comments**