

<b>Marshall B. Ketchum University</b> <b>REQUISITION/PAYMENT FORM</b>		Date _____ Date Required _____				Total Amount _____		
<b>Material Requisition</b> <i>(Fill out "Ship To" info)</i>		Supplier / Payee _____				Budget Year _____		
<b>Check Request</b> <i>(Fill out "Disposition of Check")</i>		Supplier Account # _____				Request By _____		
<b>SHIP TO:</b>		Address _____				Dept. Approval _____		
<b>MBKU</b> 2025 Associated Rd. Fullerton, CA 92831		City _____ State _____ Zip _____				Admin. Approval _____		
<b>OCLA</b> 3916 S. Broadway Los Angeles, CA 90037		Phone # _____ Fax # _____				<b>DISPOSITION OF CHECK</b>		
Attn: _____ <i>(If other than Requestor)</i>		<b>FISCAL OFFICE USE ONLY</b> <i>(Do not mark in shaded areas)</i>						
		Date:	P.O. #:	Vendor ID#:	Taxable Yes No			
		Terms:	Confirm #:	Ship Via:	Confirming Yes No			
		U.S. Mail				University Mail		
		Hold For Pickup				Deliver to: _____ <i>(For Hand Delivery)</i>		
QTY	Unit	Description / Packaging <i>(including Supplier Part #)</i>			Due Date	Unit Price	G/L Account #	Total Amount
Comments:					Ok'd:	Produce Yes No Manual Check		