

Purchases from University Facilities

Section 4:7 Revised 01/01/2001

All purchases of supplies and services from University storerooms or agencies are requested by means of specified forms as described below and exhibited in the Appendix Statements numbers three through six.

The forms should be mailed or carried by messenger directly to the specific storerooms or agencies to request the materials or services. In all cases, the forms must be completed in accordance with instructions printed on the form.

Offset Printing Requisition - This form is used for all on-campus printing requirements. Prices are available from the Print Shop on a per-job basis. Departments are billed monthly by the contractor and are notified of such charges.

Quick-copy Printing Requisition - This form is used to request copies of documents. ([Reprographics](#))

Stores Requisition - This form is used for basic office supplies, miscellaneous hardware, janitorial supplies, etc. This form is submitted directly to Stores. **Do not include prices** on the requisition form. Departments are billed monthly by Stores and are notified of such charges.

Request for Maintenance Work Only - This form is used for all building and grounds repair orders, including major renovation or construction projects. Submit directly to the Physical Plant.

Bookstore Requisition - This form is to be used for purchases from the [Bookstore](#).