

# PURCHASE REQUISITION

Bill to: Western Technical College  
 Accounts Payable  
[AP@westerntech.edu](mailto:AP@westerntech.edu)  
 9624 Plaza Circle, El Paso, TX 79927  
 (915) 532-3737

Ship to: 9624 Plaza Circle  
 El Paso, Texas 79927

Ship to: 9451 Diana Dr.  
 El Paso, Texas 79924



Date:

Date required:   
 Ship via:

**Vendor/Supplier Information:**

Name:   
 Address:   
 Phone:  Contact:   
 Vendor Ref:  Pmt Terms:

#	QTY Ordered	STOCK Number	Description	INV (x)	G/L Acct Code	Dept	(X) Location		(x) B/O N/A	UNIT PRICE	TOTAL PRICE
							ES	NE			
1											\$ -
2											\$ -
3											\$ -
4											\$ -
5											\$ -
6											\$ -
7											\$ -
8											\$ -
9											\$ -
10											\$ -
11											\$ -
12											\$ -
13											\$ -
14											\$ -
<b>Reason for purchase &gt;&gt;&gt;</b>										Surcharges	
										Discount (-)	\$ -
										SUBTOTAL	\$ -
<b>ADD'L NOTES:</b>										S/H	\$ -
										TAX	\$ -
										TOTAL	\$ -

(X) Please Indicate if sales tax is NOT APPLICABLE >>>  
 (NOTE: Most purchases are taxable for WTC.)

**SIGNATURES AND APPROVALS**

	Print Name	Authorized Signature	Date
Person Requesting			
Supervisor			
IT Manager*			
Campus President			
COO			
CEO			
Order Placed By:			

**\*IMPORTANT NOTE:** If you are purchasing any computers, peripherals, and/or software, the IT Manager's signature is also required.

**PO Number:**