WAREHOUSE REQUISITION YOSEMITE COMMUNITY COLLEGE DISTRICT

Date of Request	Date Needed by	Account Number	Typist Name	Phone Number

Deliver To: (Check One)	Building Name	Room Number	Site Number
☐ CC ☐ MJC ☐ YCCD			

Department Name	Project	Previous Order No. for Credit only

Stock No.	Quantity Desired	Standard Unit	Est. Unit Cost	Est. Total Cost	Description - One Item per line Only

Instructions:
1. Please Type.
2. Send Signed Copy to Purchasing.

Please Keep a copy for your records.

ALL AREAS MUST BE COMPLETED

Tax Included in Price

Total

SIGNATURES Requisitioner	Purchasing Use Only
Budget Authorization or President	Datatel No.

District Purchasing Office