



REQUEST FOR PURCHASE

MINNESOTA STATE UNIVERSITY, MANKATO

Job #
J

For Computer Store Use Only

20 Centennial Student Union • Mankato, MN 56001
 Phone: 507-389-5968 FAX: 507-389-5289

DEPARTMENT REQUEST SECTION:

INVENTORY SECTION:

Fiscal Year

Cost Center No.

Object

Dept. ID
000

Cost Center Title

Item No.	Quantity	Description of Item or Service	Unit Price	Total Amount

If ordering a computer(s), list who they will be for (Name and Tech ID)

Need Product By

CONTACT INFORMATION:

Authorization Signature for Cost Center Above

Dept. Phone Number

Date

Printed Name

Intracampus Mail Code

Department

Check ID?

Items Received By:

Student Tech ID