

Glenville State University Requisition for Goods or Services		Request #	Version #
Assigned by the Business & Finance Office			
Request Information		Vendor Information	
Date		Name	
Requestor		Contact	
Unit		Phone #	
Unit Cardholder		Email	

Order Information – Attach Supporting Documentation			
Begin Date of Service		End Date of Service	
Purpose			
Description	Quantity	Unit Price	Extended Price
Shipping/Handling			
Payment Processing Fee			
Total			

Funding Information						
Sub-Fund	Unit	Object	Sub-Object	Program	Function	Amount

Select an Order and Payment Method – Contact the Procurement Office if you need assistance.

Title	Unit Approval Signatures	Date
Dept Head or Director		
Area Vice President		
Grant Office		
Office of Technology		
Title	Executive Approval Signatures	Date
President		
Controller		
<input type="checkbox"/> Approved. Order may be placed and/or paid for.	CFO-CPO	
<input type="checkbox"/> Not Approved. Do Not place or pay for Order.		