

DEPARTMENT REQUISITION FORM

***All purchases must adhere to state, BOR and KSU policies for allowable use of state funds. State funds are any funds that the university holds title to (i.e. student activities fees, auxiliary funds, departmental sales and services, indirect, etc.) Gifts for Faculty/employees are prohibited. Form must be filled out completely to be valid.

General description of item(s) to purchase:

What is the business purpose for the purchase (i.e. how does it support the mission of KSU)?

List of recipients – if applicable (recipients must sign acknowledging receipt. Please forward signatures to KSU office of Finance and Accounting, Attn: General ledger accountant indicating the department budget charged, date, and amount of purchase)

Department Name

Extension

Estimated Amount

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Will this be paid for by the Foundation? YES NO

*Will be charging the foundation chart string at month end.
 * Purchases paid by the foundation must be charged sales tax.

Foundation Approval:

Foundation Business Manager (Print Please) Signature				Email	Date

Approval:

Employee Making Purchase (please print)	Signature	Email	Date
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Department Head (please print)	Signature	Email	Date
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Business Manager (Please Print)	Signature	Email	Date
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- The above approval authorizes the office of Finance and Accounting to direct post Bookstore charges to the departmental account listed above.