

**REQUISITION FOR PURCHASE OF GOODS AND SERVICES**

If you do not have access to the PeopleSoft electronic requisition, complete, print and have this requisition form signed by an authorized approver. Send the requisition to Procurement. The Procurement staff will enter the requisition. Here is the [Peoplesoft electronic requisition,](https://www.ubalt.edu/about-ub/offices-and-services/procurement/downloads/Request_for_Access_PeopleSoft_Financials_Form_12-1-14.pdf) complete it, along with manager’s signature and send it to Procurement via campus mail.

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| **University of Baltimore**  **Purchase Requisition** | Requestor:  *(signature)* | Department: Phone Number: | Requisition Number: |
| Date Items Needed: | Deliver Items to: | Vendor Name and Address: |
| Comptroller’s Office / Finance Approval: | Date: | Vendor FEIN / TIN or SSN: |

The requestor certifies s/he has screened surplus property prior to requisition, and confirms funds are available for payment of the goods and/or services requested. Certain goods or services are subject to [special](https://www.ubalt.edu/about-ub/offices-and-services/procurement/purchasing-policies/special-approvals.cfm) [approvals.](https://www.ubalt.edu/about-ub/offices-and-services/procurement/purchasing-policies/special-approvals.cfm)

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| --- | --- | --- | --- | --- | --- |
| Accounting  Chartfields | Account | Department | Fund | Program | Project/Grant |
| Fiscal Year: |  |  |  |  |  |
|  |  | 085 | 4031 | n/a |

For assistance with assigning chartfield information, please see the [Comptroller’s Office web site.](https://www.ubalt.edu/about-ub/offices-and-services/comptroller/)

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| Item | Description | Quantity | Price | UOM | Extended Price |
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