

# ITS Purchase Requisition Form

REQ

Daum Hall  
1 LMU Drive  
Los Angeles, CA 90045-2659  
Phone: (310) 338-5875

## Account & Contact Information

Date \_\_\_\_\_ Acct. No. \_\_\_\_\_

Acct Name \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

## ITS Use Only

Date Received: \_\_\_\_\_

Order Placed: \_\_\_\_\_

Purchase Order: \_\_\_\_\_

Ticket #: \_\_\_\_\_

## Payee Details (can be filled in by Department or ITS)

Vendor Name \_\_\_\_\_

Interdepartment - Credit to ITS Budget:

Amount \_\_\_\_\_

Detailed Business Purpose	Total
<b>Total</b>	

Requested by (please print)

Approved by (please print)

ITS Budget Manager (please print)

Signature

Signature

ITS Budget Manager Signature