



CLEMSON UNIVERSITY ATHLETIC DEPARTMENT
Purchase Requisition



PLEASE CHECK ONE:

- ISSUE PURCHASE ORDER
- EMPLOYEE/STUDENT ATHLETE REIMBURSEMENT REQUEST (*Invoice(s) MUST be attached*)
- AUTHORIZATION TO PAY ATTACHED INVOICE TO VENDOR
- PROCUREMENT CARD
- PER DIEM CARD LOAD REQUEST

VENDOR NAME & ADDRESS: (OR EMPLOYEE NAME FOR REIMBURSEMENT)

PLEASE ATTACH DOCUMENTATION FOR ALL BIDS SECURED AND DETAILED SPECS.

1) _____	2) _____	3) _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

QUANTITY	ITEM DESCRIPTION(S)	UNIT PRICE	TOTAL COST

FREIGHT/SHIPPING: _____

89D5 FHA9BHfGL _____

SUBTOTAL: _____

SALES TAX (7%): _____

577 CI BH _____

ESTIMATED TOTAL: _____

PROJECT: _____

PURPOSE & LOCATION OF USE: _____

REQUESTED BY: _____

Requester

APPROVED BY: _____

Supervisor

FOR COMPLIANCE APPROVAL (STUDENT ATHLETE RELATED PURCHASES)

APPROVED BY COMPLIANCE STAFF:

 Compliance

COMMENTS: _____