

TRINIDAD STATE JUNIOR COLLEGE
SMALL PURCHASE REQUISITION/RECEIVING REPORT
 (for items under \$1000.00)

AP ORDER NO. _____

AP VOUCHER NUMBER _____

Social Security Number or VENDOR NO. _____

V
E
N
D
O
R

Last Name First

ACCOUNT NUMBER _____

ACCOUNT NUMBER _____

Remit Address

ACCOUNT NUMBER _____

ACCOUNT NUMBER _____

City State Zip

QUANTITY	ITEM DESCRIPTION	UNIT COST	NET AMT.

I hereby certify that I have received the articles listed above, that I have carefully inspected, weighted, counted or measured the commodities and found them in good condition and complying with the specifications given, or the services were satisfactory, except as noted. Please attach invoice with requisition.

Receiving Clerk or Authorized Employee

Date

Invoice Number

Date

***** BUSINESS OFFICE USE ONLY *****

APPROVED _____ Purchasing Agent	DATE APPROVED _____
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ACCOUNT NUMBER	AMOUNT	DESCRIPTION	BATCH NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Completed by _____