



PINNACLE COLLEGE

REQUISITION FORM

This form must be completed to obtain permission to purchase educational materials and texts. A copy of your requisition, suggested supplier and reference must be stapled to this sheet.

1. Staff Name: _____ Date: / /

Campus: _____ Department: _____

Description of item(s):
1. _____
2. _____
3. _____
4. _____ Estimate Cost: _____

Reason for purchase: _____

Note: 1. If it is not a departmental need, go to step 3 (Deputy Principal-Curriculum)
2. All details (including invoice/order form) should be attached for the finance office to finalise the request/reimbursement.

2. Coordinator : Name: _____

Approved Not approved Reason for non-approval: _____

Date: / / Initials: _____ School Supply Grant

3. Principal: Name: _____

Approved Not approved Reason for non-approval: _____

Date: / / Initials: _____

4. Supplier: Company: _____ Tel: _____

Contact: _____ Total Cost: _____

Item(s) ordered? Order Date: / /

BURC Order Number: Delivery Date: / /

5. Order Received: Name: _____

Item(s) received Received Date: / /

Item(s) Catalogued: N/A Requisition Form and Invoice forwarded to the Finance Department.

Signature: _____

6. Payment: Form Received Date: / / Payment/Reimbursement finalised

Accountant Name _____ Signature: _____