SMG
Purchase Requisition

Account No	Cost Center	Event Number

For Accounting Use Only

Building: LSED-BABY CAKES STADIUM

Date Requested: 06/12/19

Requestor's Name: Jose' Avila

When Needed: 6/17/2019

Requestor's Dept: Operations

☐ Customer Pick Up ☑ Delivery

Item Number	Item or Service Description (Detailed to Spec)	Quantity	Unit of Measure	Price	Extension
					$ -
	HP 508A ink print cartridge (Black)	1.00	EA		$ -
	HP 508A ink print cartridge (Yellow)	1.00	EA		$ -
	HP 508A ink print cartridge (Magenta)	1.00	EA		$ -
	HP 508A ink print cartridge (Cyan)	1.00	EA		$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
				Total	**$ -**

Purpose or use: Ink for printer

Reason: Low on supply

Special Instructions:

Capital Project #

ORDER PLACED BY **Date Ordered**

Potential Vendor Name

Is your company registered as a Disadvantaged Business Enterprise vendor? If YES, please provide your DBE Certification # in the space provided. ☐ YES ☐ NO

DBE Certification #

Contact

Address

City, State, and Zip Code

Fax

Phone

Email address

Equity Liaison Officer **Date**

P.O./Contract number assigned:

(Purchasing to complete)

Approval: Jose' Avila — Manager — Signature — 6/11/2019 Date

Approval: Brian Brocato — Department Head — Signature — Date

Approval: David Weidler — Director of Finance — Signature — Date

Approval: Alan Freeman — General Mgr *Combined total over $5,000.00 — Signature — Date

Approval: Doug Thornton — Regional VP *Projects with Combined Total Over $5,000 *All LSED Administrative Expenses — Signature — Date

Approval: Kyle France — LSED Board Chairman — Signature — Date