REQUEST FOR PURCHASE

MINNESOTA STATE UNIVERSITY, MANKATO

Job #
J

For Computer Store Use Only

20 Centennial Student Union • Mankato, MN 56001
Phone: 507-389-5968 FAX: 507-389-5289

DEPARTMENT REQUEST SECTION:

Fiscal Year	Cost Center No.	Object

Cost Center Title

Item No.	Quantity	Description of Item or Service	Unit Price	Total Amount

If ordering a computer(s), list who they will be for (Name and Tech ID)

Need Product By

CONTACT INFORMATION:

Authorization Signature for Cost Center Above

Dept. Phone Number

Date

Printed Name

Intracampus Mail Code

Department

Check ID? ☐

Items Received By:

Student Tech ID

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