MSiC Purchase Request

Use this form for ALL purchases that require payment directly to a vendor by RPS or MSiC. The MSiC Finance department will determine the best procurement method for the purchase and will alert you if any additional information is needed.

Date:	Supervisor Approval:
Vendor Name:	Finance Approval:
Vendor Address:	Director Approval:
Vendor Address:	Program:
Vendor Phone:	Budget Code:
Vendor Fax:	Requested by:
Email or Website:	Date Needed By:
For Finance Dept Use Only: (procurement method)	**Requestor Comments/Additional Info:**
RPS Vendor Code:	
Document Number:	
☐ PO	
☐ Departmental	
☐ Check to Vendor ***(up to $500 maximum)***	
☐ MSiC CC ***($500 maximum - higher amounts require pre-authorization from Finance or Director)***	

Qty	Unit	Unit Cost	Total	Description (include vendor item # if possible)
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
		Total Cost	$0.00	