



**WILLIAM & MARY**

CHARTERED 1693

# MATERIAL REQUISITION

| Requested by: | Date Requested: | Date Required: | Supervisor Signature: | Secondary Approval<br>Signature for over<br>\$500: |
|---------------|-----------------|----------------|-----------------------|--|
|               |                 |                |                       |  |

| Suggested Vendor: | Telephone Number: | Contact Sales Person: |
|-------------------|-------------------|-----------------------|
|                   |                   |                       |

| High Priority (24 Hrs):  | High Priority Signature: | Medium Priority (48 Hrs): | Standard Routine:        |
|--------------------------|--------------------------|---------------------------|--------------------------|
| <input type="checkbox"/> |                          | <input type="checkbox"/>  | <input type="checkbox"/> |

| High Priority Justification and Any Additional Shipping Cost |
|--|
|  |
|  |

| Building: | Work Order/Index #: | Stock Number: | Description of Material/Part #: | Qty: | Estimate Cost: |
|-----------|---------------------|---------------|---------------------------------|------|----------------|
|           |                     |               |                                 |      |                |
|           |                     |               |                                 |      |                |
|           |                     |               |                                 |      |                |
|           |                     |               |                                 |      |                |
|           |                     |               |                                 |      |                |
|           |                     |               |                                 |      |                |
|           |                     |               |                                 |      |                |

WAREHOUSE USE ONLY

| Print Name | Signature | Date Picked up | Complete or Partial |
|------------|-----------|----------------|---------------------|
|            |           |                |                     |

