



A hard copy of this form should be submitted only for orders which cannot be submitted in MyDrury.  
(see guide 405.101G1: Purchase Order Requisition Process for exceptions)

### Section 1: Requester Information

Employee Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Department(s) \_\_\_\_\_

Budget Manager \_\_\_\_\_ Budget Manager's Supervisor \_\_\_\_\_ Divisional VP/Executive Director \_\_\_\_\_

### Section 2: Vendor Information:

Vendor Name \_\_\_\_\_ Vendor Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Section 3: Purchase Information

Qty	Description	GL#	Unit Price	Product Total
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
			<b>Request Total:</b>	\$ _____

Brief Justification:

All Requester: \_\_\_\_\_ Date: \_\_\_\_\_

\$500+ Budget Manager: \_\_\_\_\_ Date: \_\_\_\_\_

\$1,500+ Budget Manager's Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

\$5,000+ Divisional VP/Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_