



# Purchase Requisition

1146 Boylan Hall  
 Phone: 718.951.5000x3272 Fax: 718.951.4440 Email: fbcs@brooklyn.cuny.edu  
 Form #BCPR001 Effective Date: September 20, 2010

**Attachments:**

If you will be attaching additional form(s) please check the appropriate box(es).  OTPS Detail Sheet  Additional Vendors

\$250 and Under  Over \$250  Sole Vendor (Attach letter of justification)

<b>Department Name</b>	<b>OTPS Budget Charged</b>	<b>Refer questions to:</b>	<b>Telephone No.</b>
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**Delivery Information:**

<b>Department</b>	<b>ATTN:</b>	<b>Room No.</b>	<b>Building</b>	<b>Requested Delivery Date</b>	<b>Date</b>
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**Suggested Vendors:**

<b>Company Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Telephone No.</b>	<b>ATTN:</b>
					<b>Fax No.</b>	

To include additional suggested vendors please attach the Additional Suggested Vendors Form.

#	Catalog #	Description	Qty.	Unit	Unit Price	Amount
1						
2						
3						
4						
5						

To include more than five items please attach an OTPS Detail Sheet. In the 'Item Description' field enter: "As per attached OTPS Detail Sheet: Number of Items", in the 'Unit Price' field enter the total amount from the detail sheet. Use one line for each detail sheet attached. Staple all the detail sheets to the requisition.

**Shipping & Handling**  
(if applicable)

**Authorized Signature:**

**Total:**

**Special Instructions/Department Tracking/Comments:**

**State/FAS Coding - For the Office of Purchasing use only. Do not write below this line.**

<b>Brooklyn College Requisition No.</b>			<b>Purchase Order Number</b>			<b>Federal ID Number</b>		
<b>Dept</b>	<b>Cost Center</b>	<b>Variable</b>	<b>Fiscal Year</b>	<b>State Object</b>	<b>FAS Optional Coding</b>		<b>Bid Date and Time</b>	