

PURCHASE REQUISITION

Boston College

Higgins Operations & Business Services

Higgins Hall, Rm. 355E, Extension 2-3568

PO#

Req#

Please complete below, **EXCEPT** for shaded areas

Company _____

Address _____

Co. Phone _____

Class work / Research (circle one)

Budget Number _____

Qty	Size	Catalog Number	Description of Item Is this item radioactive? <input type="checkbox"/>	Price Each	Extended Price
				Ice Hazard Shipping	
				Total	

Sizes (e.g.): EA =each, PK = pack, CS = case, BX = box, 25g = 25 grams, 20L = 20 liters

Department: _____ Lab: _____ Approved By: _____

Attention Name: _____ Room Number: _____ Date: _____

Special Instructions: _____

Order Placed on _____ By _____ With _____

Backordered until _____ Reference Number _____