Neumann University
Requisition to Purchasing Dept.
One Neumann Dr.
Aston, PA 19014
610-558-5516

Suggested Vendor __________________________   Ship to: ____________________
Address___________________________________  __________________________
__________________________________________  ___________________________
__________________________________________  ___________________________
Vendor Phone #_____________________________ Fax PO to Vendor ____________
Vendor Fax # ______________________________  Send PO to Dept. _____________

This request is not a purchase order. Please send this form to the Purchasing Dept. to receive an official Purchase Order. All information must be complete and accurate for a Purchase Order to be issued. If incomplete, form will be returned to Requestor.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity</th>
<th>U/I</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
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Date ______  Order Placed By ______  Date Required ______  Ship Via ______  Terms ______

Account to be charged: ______________________________
Requested by: ______________________________
Room # _____________________  Phone Ext. __________

Approval ____________________
V.P. Signature ____________________
(if over $1,000.00)

Purchasing Office Use Only:
Budget Approval: ____________
Purchase Order # ____________