

NON-STOCK (BUY OUT) REQUISITION		GLENDALE COMMUNITY COLLEGE				REQUISITION NO.			
REQUISITION ORIGINATOR:		DISTRIBUTE MATERIAL TO:		REQUISITION DATED					
CHARGE TO ACCOUNT NO.:		FUNDING YEAR:		ESTIMATED AMOUNT \$					
SUGGESTED VENDOR:		SPECIAL INSTRUCTIONS:		Items are for replacements as needed. Actual quantities may vary.		REQUISITIONERS DO NOT USE SHADED AREA			
						SHIP TO: BUYER: LOGGED:			
		CONFIRMING P.O.		☐ YES ☐ NO					
		VENDOR PHONE: 650-574-6629		QUOTE SENT:					
COMMODITY CODE	LINE NO.	DESCRIPTION OF MATERIAL			QUANTITY REQUIRED	UNIT OF ISSUE	ESTIMATED UNIT PRICE	Estension	
	1								
		SUBTOTAL							
		TAXES @ 10.50%							
		TOTAL							
SIGNATURES:		INSTRUCTIONS:		1. TYPE OR PRINT PLEASE.		SPECIAL INSTRUCTIONS:			
REQUISITIONED BY:				2. LIMIT ONE ACCOUNT NO. PER REQUISITION.		Please do not order until needed.			
				3. LIMIT ONE VENDOR PER REQUISITION.		This is an estimate of what might be needed.			
				4. GIVE COMPLETE VENDOR NAME & ADDRESS.					
APPROVED BY:				5. SEND ORIGINAL & "REQUEST FOR QUOTATION" TO PURCHASING.					