

# Requisition Form

Payee \_\_\_\_\_

Date \_\_\_\_\_

Amount \_\_\_\_\_

Description \_\_\_\_\_

Department Head Approval \_\_\_\_\_

Department \_\_\_\_\_

Office Use Only

Form of Payment: Check # \_\_\_\_\_

\_\_\_\_\_

On-Line Payment # \_\_\_\_\_

\_\_\_\_\_

Debit Card \_\_\_\_\_

\_\_\_\_\_

Automatic Charge \_\_\_\_\_

\_\_\_\_\_

QB \_\_\_\_\_

\_\_\_\_\_

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