

Requisition Form

Payee _____

Date _____

Amount _____

Description _____

Department Head Approval _____

Department _____

<u>Office Use Only</u>			
Form of Payment:	Check	# _____	_____
	On-Line Payment	# _____	_____
	Debit Card	_____	_____
	Automatic Charge	_____	_____
		QB _____	_____

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