

**WEST VIRGINIA STATE UNIVERSITY  
GUS R DOUGLASS INSTITUTE  
Purchase Requisition  
For Credit Card**

**Card Holder/User Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

<b>DEPARTMENT/UNIT:</b>	<b>DATE:</b>
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**PURCHASE DATE:** \_\_\_\_\_

**NAME & ADDRESS OF VENDOR:**

**PROGRAM FUND**

Item Number	Quantity	Description	Unit Price	Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

	<b>TOTAL:</b>	
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**Explanation for Purchase**

**Pre-Purchase Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business & Finance Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of B&F/Assistant Director :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean/Associate Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**R&D Corporation:** \_\_\_\_\_ **Date:** \_\_\_\_\_