TENNESSEE STATE UNIVERSITY

TRAVEL OFFICE

PURCHASE REQUISITION FOR TRAVEL

Revised July 2009
(Previous edition obsolete)

P.R. Number: _____
(***To be assigned by department.)***

SOURCE: _____
_____
_____

THIS IS NOT A PURCHASE ORDER

Date of Requisition	Department	Fund-Org-Account-Program
		- - -

Contact Person	Telephone Ext.	Date Needed	Related TR#(s)

Item	Qty.	Unit	DESCRIPTION AND SPECIFICATIONS	UNIT PRICE		TOTAL PRICE
				Cost	Per	

Total Amount of Requisition $ 0.00

Manual Signature of Requisitioner Date

Name of Requisitioner

Approved:

Department Head / Dean Date

Approved:

VP or Designee Date

Please obtain all required signatures