42-GUS
Rev 04/05

REQUISITION WORKSHEET

Name: ______________________ Date: ______________________

Vendor Name: ______________________ Vendor #: ______________________

If this is a new vendor, complete a 1-GUS Vendor File Update Request.

Account Code(s)

FUND	RESOURCE	PROJ YEAR	OBJECT	SUB OBJ	GOAL	FUNCTION	COST CENTER	SITE	MGR	$ TOTAL
		0							0000	
		0							0000	
		0							0000	

Qty	Unit	Item Number/Description	Unit Price	Extended Price
			Sub Total:	
			Tax:	
			Shipping:	
			Total:	

____
Authorized Signature

Date Entered in QSS: ______________________

Requisition Number: ______________________