

SMG Purchase Requisition

Account No	Cost Center For Accounting Use Only	Event Number

Building: DOME
 Requestor's Name: Matt Boyd
 Requestor's Dept: Production

Date Requested: 06/02/17
 When Needed:
 Customer Pick Up Delivery

Item Number	Item or Service Description (Detailed to Spec)	Quantity	Unit of Measure	Price	Extension
	Microsoft Surface Book 13.5 Core 17 6600U 16GB RAM	1	EA		\$ -
					\$ -
					\$ -
					\$ -
					\$ -
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					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total					\$ -

Purpose or use: Replacement of Broken Inventory
 Reason: Replace Broken inventory
 Special Instructions: Computer R & M
 Capital Project #

ORDER PLACED BY Date Ordered

Potential Vendor Name _____
 Is your company registered as a Disadvantaged Business Enterprise vendor? If YES, please provide your DBE Certification # in the space provided. YES NO

DBE Certification # _____
 Contact _____
 Address _____
 City, State, and Zip Code _____
 Fax _____
 Phone _____
 Email address _____

Equity Liaison Officer Date

P.O./Contract number assigned:	Approval:	Manager	Signature	Date
(Purchasing to complete)	Approval:	Department Head	Signature	Date
	Approval:	David Weidler <small>Director of Finance</small>	Signature	Date
	Approval:	Alan Freeman <small>General Mgr *Combined total over \$5,000.00</small>	Signature	Date
	Approval:	Doug Thornton <small>Regional VP *Projects with Combined Total Over \$5,000 *All LSED Administrative Expenses</small>	Signature	Date
	Approval:	Kyle France <small>LSED Board Chairman</small>	Signature	Date