

ACCOUNTING CODES	
PROGRAM:	_____
DEPT:	_____
GL CODE:	_____

SY2024/2025 PURCHASE REQUISITION

NA' NEELZHIIN JI OLTA', INC.
HCR 79, BOX 9
CUBA, NEW MEXICO 87013
P: 505/731-2272 ; F: 505/731-2412

BUSINESS OFFICE:	
<input checked="" type="checkbox"/> PO#:	_____
CH#:	_____
CC#:	_____

LINE NO.	QTY	UNIT	ITEM/PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1						\$
2						\$
3						\$
4						\$
5						\$
6						\$
7						\$
8						\$
9						\$
10						\$
11						\$
12						\$
13						\$
14						\$
15						\$
16						\$
17						\$
18						\$
19						\$
20						\$

Is this Green Procurement Policy Compliant? (check one)	Yes	<input checked="" type="checkbox"/>	No	If no, Enter the # of the appropriate reason for non-compliance? (See Below)	N/A
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1 - Not Available ; 2 - Mandatory Purchasing Program ; 3 - Too Expensive ; 4 - Doesn't Meet Technical Specifications ; N/A - Not applicable

JUSTIFICATION:	SUBTOTAL	\$
	Coupons/Discounts	\$
	S/H	\$
	TOTAL	\$

VENDOR:
PHONE: _____
FAX: _____
EMAIL: _____

Requestor _____	Date _____
Supervisor Approval _____	Date _____
Business Manager Approval _____	Date _____

Business Office:	
New Vendor	Entered:
Rec'd all items	Date:
Completed	Date:
Order Date:	
Entered:	
Posted:	