



**WILLIAMSBURG
TECHNICAL COLLEGE**

PURCHASE REQUEST

NUMBER: _____

COM CODE _____

NUMBER: _____

DEPARTMENT/PROJECT

SUGGESTED VENDOR

ADDRESS

CITY STATE ZIP
FAX:

ACCOUNT NUMBER	OBJECT CODE

FED ID

QUANTITY	UNIT	DESCRIPTION OF ARTICLE: Include Manufacturer, Model Number Color, Size & Other Specifications Necessary for Identification	UNIT PRICE	TOTAL

Originator's Signature Date

Approval(s) Date

