MEMORIAL UNIVERSITY BOOKSTORE

Internal Purchase Requisition

Date:

Department /Faculty:

Contact :

Phone #:

Fax #:

QTY	STOCK #	DESCRIPTION	UNIT COST	TOTAL COST
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

Please note that Textbooks that are purchased by departments are only refundable if they are returned in the same condition they were purchased and have to be returned within 30 days to receive a refund.

SUBTOTAL	
FREIGHT	
HST	★
TOTAL	

Total is approx. until put through cash register

APPROVAL (PLEASE PRINT): _____

SIGNATURE: _____

FOAPAL: __

PLEASE APPROVE AND FAX BACK TO BOOKSTORE @ 864-2405