



WAREHOUSE REQUISITION YOSEMITE COMMUNITY COLLEGE DISTRICT

Date of Request		Date Needed by		Account Number		Typist Name		Phone Number			
Deliver To: (Check One)				Building Name		Room Number		Site Number			
☐ CC ☐ MJC ☐ YCCD											
Department Name						Project		Previous Order No. for Credit only			
Stock No.		Quantity Desired	Standard Unit	Est. Unit Cost	Est. Total Cost	Description - One Item per line Only					
Instructions: 1. Please Type. 2. Send Signed Copy to Purchasing. Please Keep a copy for your records. ALL AREAS MUST BE COMPLETED				Tax Included in Price		SIGNATURES		Requisitioner		Purchasing Use Only	
				Total				Budget Authorization or President		Datatel No.	

District Purchasing Office