



Requisition & Reimbursement Request Form

Name: _____
 Department: _____
 Email: _____
 Phone Number: _____

Request Type:

- Requisition (Request to purchase)
- Reimbursement (already purchased)

Description of Expense or Item

Quantity	Description of Items	Unit Price	Total Price
	Sales Tax Amount		\$
	Total Price		\$

Department or Grant Name: _____
(i.e. Title III, Student Services, etc.)

Budget Code: _____
Fund -- Purpose -- Voc. -- Object -- Department

Please contact the Bus. Office for budget code info, if needed.

Requested By:		Date:
Supervisor/Dept. Dean		Date:
Dept. VP (if required)		Date:
VP Finance & Administration		Date:

Delegation Levels and Information (Not applicable to State Contracts)

Total Purchase Price	Documentation Required
\$1-\$25,000	Quotation not required but preferred for tracking purposes
\$25,0001-\$50,000	Minimum of 1 quote attached to the requisition
\$50,001-\$99,999	Minimum of 3 written quotes attached to the requisition
\$100,000 +	<i>Handled by the state Division of Purchase and Contract, coordinated through the MTCC Business Office by the Senior VP of Finance and Administration.</i>