Purchases - Internal Requisitions

What: Use internal requisitions to obtain materials and services such as:
- Printed or duplicated material from Printing Services: syllabi, lesson sheets, regulation forms, etc.;
- Room supplies from Building Services: soap, towels, machine oil, etc.;
- Stationery supplies from the Bookstore: pencils, erasers, rulers, paper clips, etc.;
- Maintenance services from Building Services: replacing light bulbs, fixing typewriters, etc.

Do not use this form if the services or materials are to be provided at an adult evening center.

How: Complete the Internal Requisition form G:01A including a description of the item(s), the quantity, room number, date, your name, etc., and ask your dean or supervisor to approve the form. Approval procedures vary by department. All requisitions require various account numbers. See your divisional Associate Dean or secretary for this information.

Where: Internal Requisition Forms are available from Printing Services. You will need a completed and approved internal requisition to purchase the forms from Printing Services. Your dean, supervisor or office mates can help you with this first requisition.
## Internal Requisition Form

**MILWAUKEE AREA TECHNICAL COLLEGE**

**INTERNAL REQUISITION FORM**

**ACCOUNT NUMBER TO BE CHARGED**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Loc</th>
<th>Cost Center</th>
<th>Class</th>
<th>Proj/Act</th>
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**Description**

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**Service Dept.**

- Bookstore
- Food Services
- Printing/Binding
- Building Services
- Photography Dept.
- Central Office
- Design Centre
- Other Dept.

**ACCOUNT NUMBER TO BE CREDITED**

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**Phone**

**Room**

**Date**

**Requested by**

**Approved by**

**FORWARD TO SERVICE DEPARTMENT**