

<b>Material/Service Requisition</b>										Page __ of __	
				Suggested Vendor			Submit To				
Requisition:				Name:			<b>Guam Community College</b> <b>Materials Management Department</b> Ext. 540/542				
Date:				Address:							
Requestor:											
Phone:							Instructions				
Fax:				Phone:			NOTE: All information must be typed on this form. 1. Provide the name, phone, and other info for suggested vendor 2. Describe all the items you are requesting. 3. Have your chairperson; Dean/Vice President sign this form. 4. Submit other vendor's price quotations, copies of advertisements, order cards, catalogs, and other letters of justification with this requisition. Examples: Brand names, justification, sole source-justification				
Department:				Fax:							
Division:				Rep:							
Item	Description (include ISBN#, part#, catalog page#, color, size, etc.)				Quantity	U/M	Unit Price	Amount	Budget Account Code		
1.								\$0.00			
2.								\$0.00			
3.								\$0.00			
4.								\$0.00			
5.								\$0.00			
6.								\$0.00			
7.								\$0.00			
8.								\$0.00			
9.								\$0.00			
10.								\$0.00			
___ % Est. S/H: Shipping Method:   a. Air <input type="checkbox"/> b. Surface <input type="checkbox"/> c. Express <input type="checkbox"/>											
<b>TOTAL</b>								<b>\$0.00</b>			
Program need/justification:											
REVIEWED BY: _____ DATE: _____            APPROVED BY: _____ DATE: _____            CONCURRED BY: _____ DATE: _____											
<b>FOR MATERIALS MANAGEMENT USE ONLY</b>											
PROCUREMENT & INVENTORY ADMINISTRATOR RECOMMENDED: APPROVED BY: <u>Joleen Evangelista</u> DATE: _____											
Basis for Procurement:   a. *Sole Source <input type="checkbox"/> b. Price Quotation <input type="checkbox"/> c. RFP/FB Results <input type="checkbox"/> d. *Brand Name <input type="checkbox"/> e. *Pre-Payment Requested <input type="checkbox"/> f. *Other <input type="checkbox"/>											
*Attach letter of justification											