

# GAVILAN COLLEGE

## REQUISITION FORM

(USE THIS FORM ONLY TO REQUEST A PURCHASE ORDER)

Vendor Name: Dell Requisition No.: \_\_\_\_\_  
 Address: \_\_\_\_\_ Purchase Order No.: \_\_\_\_\_  
 Vendor No.: \_\_\_\_\_  
 Tax ID No. (if applicable): \_\_\_\_\_

Line	Item Description	Catalog No./ Part No	Quantity	Unit Price	Total
	New computers		36	\$774.07	\$27,866.52

RECEIVED

JAN 14 2014

GAVILAN COLLEGE  
VP OF ADMINISTRATION

<b>Tax</b>	\$1,405.08
<b>Shipping</b>	
<b>Other</b>	
<b>Total</b>	\$29,271.60

**Comments:**

See attached quote.  
*NO FUNDS AVAILABLE IN DEPT. BUDGET.*

Requested By: Wade Cameron Date Required: \_\_\_\_\_

Budget No.:  600124 ~~61240~~  6405  
Program                          Account

Authorized Signature: *[Signature]* Date: 12/21/13

*12/18/13 Wade Cameron*