DSU
DIXIE STATE UNIVERSITY

PURCHASE REQUISITION

• *Part B must be completed by all departments except Athletics*

PART A

Date _____

P.O. No. _____

Date Wanted _____

Index Code

Quantity	Unit	Description	Unit Price	Total
		Total		

CHECK THOSE THAT APPLY: FAX ( ) _____ CHECK WITH ORDER _____ OTHER _____

Suggested Source of Purchase	
Company Name	
Address	

Deliver to	
Building	Room
Requested By	
Approved	

PART B

• *If the purchase contains DSU branding a Creative Services approval number is required before a P.O. number will be issued*

1. Does this purchase contain any DSU branding such as DSU logo(s), trademark(s) or verbiage?

☐ Yes ☐ No

• If yes, please continue to question #2

2. Has the artwork/design been approved by the DSU Office of Creative and Visual Services?

☐ Yes ☐ No

• If yes, please provide the DSU Office of Creative and Visual Service approval number assigned to this project _____

• If no, please submit the artwork/design for this project. Information can be found at www.dixie.edu/creativeservices

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