



# Purchase and Campus Stores Requisition

California State University, Los Angeles

FORM 42

ORIGINAL DUPLICATE AND TRIPPLICATE TO PURCHASING OR CAMPUS STORES  
QUADRUPPLICATE—DEPT. SUSPENSE FILE

Date \_\_\_\_\_

Dept./Office of \_\_\_\_\_

Reporting Unit No. \_\_\_\_\_

Requisition No. \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Date Needed \_\_\_\_\_

**SUGGESTED SOURCE OF SUPPLY**  
*(Give complete name, address and zip code)*

PREFERRED

ALTERNATE A

ALTERNATE B

	WANTED		DESCRIPTION Give accurate description and purpose of intended use. Indicate catalog reference whenever possible.	ESTIMATED COST	
	Quantity	Unit or Measure		Per Unit	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**DEPARTMENT COMPLETE THE FOLLOWING:**

*I hereby certify that the goods and/or services requested hereon are necessary to properly implement authorized programs under my supervision.*

Department Head or other authorized representative

Ordered by \_\_\_\_\_ Ext. \_\_\_\_\_

Deliver to \_\_\_\_\_

Charge to \_\_\_\_\_  
Account No. \_\_\_\_\_

Equipment Line Item(s) \_\_\_\_\_  
(If applicable)

*Do Not Write in This Block*  
**BUSINESS OFFICE DATA**

No. \_\_\_\_\_

Completed by \_\_\_\_\_

Date \_\_\_\_\_

SUB TOTAL		
SALES TAX		
OTHER CHARGES		
TOTAL		

**INSTRUCTIONS**

- A. Fill out completely and submit in triplicate. Requests for supplies in the Cal State L.A. Stores Catalog should be sent to Campus Stores. All others are to be sent to the Purchasing Office. The canary copy will be returned to the Department when processed. Keep the blue copy in Department suspense file.
- B. Prepare separate requisitions for each account number involved unless otherwise directed.