Requisition #: _____	**PO Number:** _____ (PURCHASING USE ONLY)

UNIVERSITY OF ARKANSAS
REQUISITION COVER SHEET

TO:	Pick Your Buyer	
	BUYER NAME	
FROM:		
	NAME	
	DEPARTMENT	
	PHONE #	E-MAIL

Please attach any supplementing documentation accompanying your BASIS requisition before sending to the Procurement Office. Please attach a different cover for each individual requisition.

Failure to complete this form correctly may result in delays in your order being processed.

NOTES:

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