



P.O. Box 720130,
San Jose, CA 95172-0130

MTI

MTI _____

Requisition

San José State
UNIVERSITY
FOUNDATION

Order placed with vendor – Confirming P.O. # _____

REQUISITION (1) FOR: P.O. _____ CHECK _____ J.V. _____	ROUTING: (2) MAIL TO PAYEE _____ MAIL INTERCAMPUS _____ PHONE NUMBER IF _____ REQUESTING HOLD _____	AUTHORIZATION DATE (3) A/P _____ OSP _____ PMT _____	ACCT # _____ DATE _____ PHONE _____ DEPT. _____	
TO:	PEID# _____ A/C _____	DELIVER PURCHASE ORDER ITEMS TO: (NAME, BLDG, ROOM) (5)		
SOCIAL SECURITY NUMBER OR FEDERAL ID NO. _____				
QTY	DESCRIPTION (6)		UNIT PRICE	AMOUNT
			SUBTOTAL	
			TAX	
			SHIPPING	
TOTAL USE TAX	AMOUNT	MISC CODE	TOTAL	

I certify that the expenditures incurred are appropriate to this account and no other source or reimbursement will be claimed.

Authorized Signature

Date

ACCOUNTING USE ONLY						
QTY/TAXABLE AMT	ACCOUNT#/OBJ CODE	INVOICE NUMBER	INVOICE AMOUNT	INVOICE DATE	MISC CODE	NON-TAX SHIPPING

PLEASE CHECK ALL OF THE FOLLOWING THAT APPLY UNLESS ACTIVITY OR ITEM FOR WHICH PAYMENT IS REQUESTED CLEARLY SUPPORTS THE EDUCATIONAL MISSION AT SJSU:

- | | |
|---|---|
| <input type="checkbox"/> 1. Contribute to community understanding of and support for SJSU programs. | <input type="checkbox"/> 4. Enhances university outreach to prospective SJSU students |
| <input type="checkbox"/> 2. Strengthens ties with alumni and other donors to SJSU Programs. | <input type="checkbox"/> 5. Enhances collegiality and communication between faculty and administrators. |
| <input type="checkbox"/> 3. Establishes or enhances interaction between SJSU and other educational, cultural, or charitable organizations | <input type="checkbox"/> 6. Facilitates the recruitment of high quality faculty and administrators. |
| | <input type="checkbox"/> 7. Other _____ |