

HOFSTRA UNIVERSITY

Receiving & Stores Requisition

Phone: (516)463-6093

Fax: (516)463-4081

Send to Building: _____
 Room : _____

Department: _____
 Budget: _____

ITEM #	ITEM DESCRIPTION	QUANITY REQUIRED	UNIT	COST	
				PER UNIT	TOTAL
			TOTAL		

AUTHORIZED SIGNATURE _____ Date: _____

PRINT NAME _____ Ext # _____

Stores Use Only	TM #	# of Ctns.	Filled By	Date
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