

IONA COLLEGE

FURNITURE REQUISITION FORM

Complete the information and approvals below. Forward the completed and approved form to the Purchasing Department, Doorley Hall, Ground Floor. **Forms that are not approved or incomplete will be returned to the requisitioner.** All inquiries may be directed to ext. 2246. Do not use this form to order stationery or supplies.

Please print clearly

Date: _____ **Cost Center:** _____ **Account:** _____

Name: _____ **Department:** _____

Telephone: _____ **Department Name:** _____

Delivery Location: _____

Suggested Vendor: _____ **Attention:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Tel: () _____ **Fax:** () _____ **PO# :** _____ (int'l use)

Quantity	Stock #	Description	Page	Price
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Departmental Approval:

 Signature

Dean/VP Approval:

 Signature

Date:
