Requisition for Purchase

Aerospace & Ocean Engineering
215 Randolph Hall (0203)
Blacksburg, VA
24061
Phone: 540-231-6611
Fax: 540-2231-9632
www.aoe.vt.com

AOE
Aerospace & Ocean Engineering
at Virginia Tech

Today's Date:	
Date Required:	

Internal Use Only

PO#

Ordered By

Name:	
Project:	
Email:	
Phone:	

Complete this form and forward it to the Team Treasurer, Project Advisor or Principal Investigator (if required). Approved requisitions should be forwarded to aoepurchases@vt.edu. The order will be placed upon the receipt of an approved requisition.

PI/Advisor:	
Fund:	

Vendor

☐ HokieMart (Check this box if the vendor is in HokieMart)

Name:	
Website:	
Phone:	
Wish List Link:	

When creating a requisition for an online vendor you may be able to create a "wish list" on the vendor's web site containing the items you wish to order. By providing a link to that wish list we can place the order more quickly by just ordering the contents of the wish list rather than entering each item individually.

Item#	Link/Description	Quantity	Unit Price	Amount

Sub-total	
Estimated Shipping	
Grand Total	

Comments: