



# STATE OF LOUISIANA

TOM SCHEDLER  
SECRETARY OF STATE

## INTER-OFFICE REQUISITION (Purchasing)

From: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

EA	PK	BX	CS	QUANTITY	ITEM NO.	DESCRIPTION

**Justification:**

Estimated Cost \$ \_\_\_\_\_ Suggested Vendor(s): \_\_\_\_\_

Date Received Requisition: \_\_\_\_\_  
Date Received Items: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Administrative Approval: \_\_\_\_\_  
Date Processed: \_\_\_\_\_