# REQUISITION
Mille Lacs Reservation Purchasing Supply

1. VENDOR NAME & NUMBER
2. DATE OF REQUISITION

3. DELIVER TO DEPARTMENT OR PROGRAM

4. CHARGE TO DEPARTMENT OR PROGRAM ACCOUNTING CODE

5. REQUESTED BY
6. APPROVED BY

7. BUDGETED LINE ITEM DESCRIPTION

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15. SHIPPING & HANDLING
16. M.L.R. SALES TAX - 5%  
17. TOTAL COST

18. SUGGESTED VENDORS (attach list of additional vendors)

PURCHASING DEPARTMENT USE ONLY

ORDERED FROM

SIGNATURE OF PURCHASING AGENT

PURCHASE ORDER NO.

DATE ORDER PLACED

DATE ORDER COMPLETED