Requisition #:	**PO Number:** (PURCHASING USE ONLY)

UNIVERSITY OF ARKANSAS
REQUISITION COVER SHEET

TO: Pick Your Buyer

BUYER NAME

FROM:

NAME

DEPARTMENT

PHONE # E-MAIL

Please attach any supplementing documentation accompanying your BASIS requisition before sending to the Procurement Office. Please attach a different cover for each individual requisition.

Failure to complete this form correctly may result in delays in your order being processed.

NOTES: