CHECKLIST: Purchase Requisition

- o Vendor's name, address and contact number

- o FOAP (Accounting Code)

- o Purchase Requisition Number (retrieve from Tiger$hoppe) at top right: P.R. Number _____

- o Related Travel Requisition Number

- o Supporting documentation with locations and dates

- o Traveler's signature

- o Conference Registration Form/ Invoice

- o Dollar amount on Travel –Conference Registration Form in Tiger$hoppe must match dollar amount on

   the hard copy of the Purchase Requisition

- o Supervisor approval in Tiger$hoppe

- o Grants approval in Tiger$hoppe if using restricted funds

ATTACHMENTS

- o Supporting documentation with locations and dates
- o Conference Registration Form/Invoice