

CHECKLIST: Purchase Requisition

- o Vendor's name and address
- o FOAP
- o Purchase Requisition number (retrieve from SciQuest)
- o Related TR
- o Supporting documentation
- o Traveler's signature
- o Conference fee/Invoice support documentation
- o Hard copy match correct forms and dollar amount in SciQuest
- o Supervisor approval in SciQuest
- o Accompanied by travel requisition

COMMENTS: