

Tennessee State University
Purchase Requisition
In-State or Out-of-State Checklist

Items Needed:

1. Purchase Requisition for Travel
2. Agenda or flyer
3. Registration Invoice

Line Items

- Source – Name and address of organization (e.g. American Society for Horticultural Science)
- P.R. Number – **Leave Blank.**
- Date of Requisition – Date completing form.
- Department – Cooperative Extension
- Fund-Org-Account-Program – Fund number provided, Org number provided, Account – 73100 (In-state conference) or 73200 (Out-of-State conference), Program – 300
- Contact Person – Your Name (please no nicknames, only the name listed in the directory)
- Telephone Ext. – Provide county office number
- Date Needed – Date when payment should arrive to source.
- Related TR#(s) – **Leave Blank**
- Item – Leave Blank
- Qty – Place a “1”
- Unit – Leave Blank
- Description and Specifications – Clearly describe the purchase (e.g. Registration for 2016 American Horticultural Therapy Association for John Doe). Please include “Please Make Check Payable To” and include name and address.
- Cost – cost of registration
- Total Price – total cost of registration
- Manual Signature of Requisitioner – Sign and Date
- Name of Requisitioner – Your Name (please no nicknames, only the name listed in the directory)
- Department Head / Dean – Associate Dean signature and date. Signed after submitting.

University Policy (5.9.15) - Claims for reimbursement of travel expenses should be **SUBMITTED NO LATER THAN THIRTY (30) DAYS** after completion of the travel. Claims submitted after this period **MUST** provide written explanation for the delay.

Items to Submit

- Signed Purchase Requisition for Travel
- Meeting agenda or itinerary
- Registration Invoice

If you have any questions, please contact
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