Turtle Mountain Community College
P.O Box 340
Belcourt, ND 58316
TELEPHONE: (701)477-7862 FAX: (701)477-7807

Turtle Mountain Band of Chippewa Indians
Charter Members
American Indian Higher Education Consortium

PURCHASE REQUISITION

SOURCE OF FUNDS
- ☐ FEDERAL _____
- ☐ STATE _____
- ☐ TMCC _____
- ☐ PRIVATE _____

FILL IN THIS SECTION ONLY IF YOU ARE REQUESTING TRAVEL:
TRAVEL AUTHORIZATION
DATE(S): _____
PLACE: _____
PURPOSE OF MEETING OR TRIP: _____
****YOU MUST HAVE THE PROPER TRAVEL DOCUMENTATION ATTACHED.

PAYMENT TO: _____

DATE ISSUED: _____
DATE WANTED: _____
REQUESTED BY: _____

IF PURCHASE IS FOR EQUIPMENT OR SUPPLIES IT WILL BE USED BY WHOM: _____

TELEPHONE # _____ FAX # _____

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Mileage Only (If Applicable)		-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-

APPROVED BY APPROPRIATE INDIVIDUALS:

SPONSORED PROGRAMS DATE

TECHNOLOGY DATE

BUILDING & GROUNDS DATE

PROGRAM DIRECTOR DATE

IMMEDIATE SUPERVISOR DATE

DEAN OF INSTRUCTION DATE

PRESIDENT DATE

TRAVEL COMMITTEE DATE

ACCOUNT NUMBER _____

CHAIRMAN, BOARD OF DIRECTORS DATE

****PROJECT CODE** _____

BUSINESS OFFICE USE ONLY

TRAVEL LOAN

PURCHASE ORDER NUMBER _____

ACCOUNT NUMBER _____

DATE ENTERED _____

COMPTROLLER DATE

**If item is to be used for a specific project or program, please specify (for example: ANISHINABE; HVAC; NURSING; DIST ED; PHARMACY; MED TECH; EMT.) Also to be used if charged to ICCA-0002 or Indirect-7000 (for example: IT DEPT; PRESIDENT; STDNT SERV; GEN ED; CTE; TEACH ED; DEAN INSTR; BOARD; MAINTENANC; FISCAL; HR)

TURTLE MOUNTAIN COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Revised 2-24-14