



PURCHASE REQUISITION

Requisition

Requisition Number (filled in by System)	Oracle Preparer (Filled in by System)	Date 2/27/2003	Request Originator: Terry Tope	Extension: 2666 MS: 219
Division/Section Approval		Date	NEPA Approval	
Business Office Approval		Date		
Directorate Approval		Date		

Requisition Header

Description (of entire requisition) APACS Modules for E907 Slow Controls - Stage 3		
Note to Approver		

Requisition Entry Defaults

Requester Terry Tope	Deliver-to-Location WH 11W	Note to buyer		
Suggested Vendor Siemens Energy and Automation	Suggested Vendor Site 799 Roosevelt Rd. Bulding 4, Glen Ellyn, IL	Suggested Vendor Contact Stephen J. Spontak	Suggested Vendor Telephone # 630.790.3550	
Reference #	Need-by-Date	Charge Account (Budget Code/Cost Element)	UN Number (Chemical #)	Hazard Class
Justification (To Approver)				
Note To Receiver				Total of Requisition \$4,725.00

Requisition Lines

Line #	Line Type	PO Line Category	Description(Start with a Noun) Characters Maximum, Enter Additional Description in Cell Below Line Item) (240)	Quantity	Unit of Measure	Price Per Unit	Extended Price	Charge Account/ Cost Element	Split Coding Qty's
1	GR	ELECTRICAL	39RTMCAN Resistance Temperature Module (16 ch) #16207-61	1	each	\$1,820.00	\$1,820.00		
2	GR	ELECTRICAL	RTM Marshalled Termination Panel #16210-1	1	each	\$455.00	\$455.00		
3	GR	ELECTRICAL	#16137-114 Marshalled Interconnect I/O Cable - 3 meter	1	each	\$210.00	\$210.00		

Line #	Line Type	PO Line Category	Description(Start with a Noun) Characters Maximum, Enter Additional Description in Cell Below Line Item) (240)	Quantity	Unit of Measure	Price Per Unit	Extended Price	Charge Account/ Cost Element	Split Coding Qty's
4	GR	ELECTRICAL	39SAMCAN Standard Analog I/O module (32 channel) (16133-71)	1	each	\$1,680.00	\$1,680.00		
5	GR	ELECTRICAL	SAM Marshalled Termination Panel (16169-1)	1	each	\$350.00	\$350.00		
6	GR	ELECTRICAL	#16137-114 Marshalled Interconnect I/O Cable - 3 meter	1	each	\$210.00	\$210.00		

ITEMS TO BE COMPLETED BY THE REQUESTER:

NOTE: Highlighted items must be completed before requisition can be processed.

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| 1. APPROVALS | Area for your Division/Section, Business Office, NEPA and Directorate approvals. |
| 2. REQUEST ORIGINATOR | Name, extension and mail station of person completing the requisition. |
| 3. DESCRIPTION ON ENTIRE REQUISITION | Short description (240 characters) to approver. |
| 4. NOTE TO APPROVER | Short note (240 characters) to approver. |
| 5. REQUESTER | Name of person expecting delivery of item. |
| 6. DELIVER TO LOCATION | Location where Fermilab's Receiving Dept. is to deliver the item once it comes in. Mail Station is not a valid location. |
| 7. NOTE-TO BUYER | Short note (240 Characters) to buyer indicating previous P.O. number, etc. |
| 8. SUGGESTED VENDOR/SITE/CONTACT/TELEPHONE | Your recommendation for selecting a vendor, including name, address, contact, telephone number. |
| 9. REFERENCE# | Your internal means of identifying a requisition. |
| 10. NEED-BY-DATE | Desired date of delivery. |
| 11. CHARGE ACCOUNT/COST ELEMENT | Budget code and cost element where entire requisition will be charged. |
| 12. JUSTIFICATION | Short note (240 characters) to justify purchase of item. |
| 13. NOTE TO RECEIVER | Short note (240 characters) to Fermilab's Receiving Dept. |
| 14. TOTAL OF REQUISITION | Total amount of all items listed on requisition. |
| 15. LINE TYPE | Valid type used to determine whether item is for goods or services; example: GR (goods receipt), SN (service non-receipt) |
| 16. PO LINE CATEGORY | Valid category for item being requested; example - clothing, furniture, medical, computers/pc's, etc. |
| 17. DESCRIPTION OF LINE | A 240 character description for each item |
| 18. QUANTITY | The number of units requested per item. |
| 19. UNIT OF MEASURE | Unit of measure for each item requested. |
| 20. PRICE PER UNIT | The dollar amount you have authorized the Procurement Department to spend for an item. |
| 21. EXTENDED PRICE | Extended price for each item requested. |
| 22. CHARGE ACCOUNT/COST ELEMENT | Budget code and cost element where line item will be charged, if different from above. |
| 23. SPLIT CODING QUANTITIES | Quantities applied to each budget code/cost element |