PO Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Purchase Requisition | West Liberty University  West Liberty, WV 26074 | A black and yellow logo  Description automatically generated |
| Vendor Details: | WLU Department Details:  Ship To:  CUB#:  Phone: | |

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| **Additional Documents** | |
| **Contract/WV-48** | **W-9 (If new vendor)** |
| **WV-96** | **Foundation Pre-Approval (If required)** |
| **Quote(s)** |  |

**PCARD ELIGIBLE \_\_\_\_\_\_\_**

Questions contact Patrick Kelly, Director of Purchasing

Telephone: 304-336-8510 Email [patrick.kelly@westliberty.edu](mailto:patrick.kelly@westliberty.edu)

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| --- | --- | --- | --- | --- |
| Fund | Org | Line | Amount | Total:  $ |
|  |  |  | $ |
|  |  |  |  | Budget Manager Approval Date |
|  |  |  |  |
|  |  |  |  | Purchasing Approval Date |
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