

Request to Process Requisition after Established Deadline

INSTRUCTIONS: In extremely rare situations, a late requisition will be accepted. In those situations, this form must be attached to the late requisition.

Requestor Information

Name: _____

Position: _____

Department: _____

Phone Number: _____

Email Address: _____

Description of Requisitioned Items:

Justification: Why is the requisition submitted after the deadline date?

Why can't this requisition be deferred until **July 1, 2024?**

Financial Information

1. Amount of requisition: _____
2. Requisition #: _____
3. Budget (Banner)#: _____
4. Anticipated amount to be invoiced before May 31, 2024? _____
5. Anticipated amount to be invoiced after May 31, 2024? _____
6. Anticipated date items will be received in Banner _____

Note: Item #4 and #5 must equal item #1. It is the requestor's responsibility to ensure that the 2024-25 Budget includes sufficient resources for the amount in item #5.

Approved by: _____

Vice President

Date: _____

Please Forward Approved Request to Fiscal Services at your College