



**STATE OF OHIO - OFFICE OF BUDGET & MANAGEMENT**

30 E. BROAD STREET, 34<sup>th</sup> FLOOR

COLUMBUS, OHIO 43215 - 3457

<http://www.obm.ohio.gov/>

**REQUISITION CREATION FORM**

**ADD**

**MODIFY**

Business Unit:		Requester:	
Requisition Name (if any):			
Search Catalog: <b>Line 1</b>			
Description:			
Manufacturer:			
Manufacturer's Item ID:			
Vendor:			
Vendor Item ID:		Item ID:	
Quantity:	UOM (unit of measure):		Price:
Total:	Contract ID:		CB Number:
DAS Release/Permit Number:		OIT Release/Permit Number:	
GL Unit: <b>State</b>	Fund:	Account:	ALI:
Department:	Program:	Grant/Prj:	Project:
<i>(Agency Optional Fields)</i>			
Service Location:		Reporting:	Agency Use:
Search Catalog: <b>Line 2</b>			
Description:			
Manufacturer:			
Manufacturer's Item ID:			
Vendor:			
Vendor Item ID:		Item ID:	
Quantity:	UOM (unit of measure):		Price:
Total:	Contract ID:		CB Number:
DAS Release/Permit Number:		OIT Release/Permit Number:	
GL Unit: <b>State</b>	Fund:	Account:	ALI:
Department:	Program:	Grant/Prj:	Project:
<i>(Agency Optional Fields)</i>			
Service Location:		Reporting:	Agency Use:
Search Catalog: <b>Line 3</b>			
Description:			
Manufacturer:			
Manufacturer's Item ID:			
Vendor:			
Vendor Item ID:		Item ID:	
Quantity:	UOM (unit of measure):		Price:
Total:	Contract ID:		CB Number:
DAS Release/Permit Number:		OIT Release/Permit Number:	
GL Unit: <b>State</b>	Fund:	Account:	ALI:
Department:	Program:	Grant/Prj:	Project:
<i>(Agency Optional Fields)</i>			
Service Location:		Reporting:	Agency Use:

MAKE ADDITIONAL COPIES AS NEEDED