**SALISBURY UNIVERSITY**

**REQUISITION FOR Rent Equipment & Party Central**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE ORDERED** | **DATE NEEDED** | DEPT. CODE | **ACCOUNTING CODE** | **DEPARTMENT NAME** | **EVENT COORDINATOR/PHONE NUMBER** |
|  |  |  | **080800** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DEPARTMENT DELIVERY LOCATION** | **DAY OF CONTACT NUMBER** | **FISCAL YEAR** | **CONTRACT NUMBER** |
|  |  | ‘25 | SUFY23 |

**Send request and invoices to Cathy Horn via a Work Day** **requisition**

| **Line No.** | **Quantity** | **Unit** | **Description** | **Unit Price** | **Total** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  | 20’ X 20’ POLE TENT | 280. |  |
| 2. |  |  | 20’ X 30’ POLE TENT | 420. |  |
| 3. |  |  | 30’ X 30’ POLE TENT | 630. |  |
| 4. |  |  | 40’ X 40’ POLE TENT | 1050. |  |
| 5. |  |  | 40’ X 60’ POLE TENT | 1560. |  |
| 6. |  |  | 40’ X 80’ POLE TENT | 2100. |  |
| 7 |  |  | 30’ X 40’ FRAME TENT | 960. |  |
| 8 |  |  | 30’ X 50’ FRAME TENT | 1200. |  |
| 9 |  |  | 30’ X 60’ FRAME TENT | 1440. |  |
| 10 |  |  | SIDEWALLS  20' PANEL WITH WINDOWS | 45. |  |
| 11 |  |  | 30" STAND UP TABLES | 12. |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  | 30’ X 30’ FRAME | 720. |  |
| 15 |  |  | COCKTAIL TABLE | 12. |  |
| 16 |  |  | WATER BARRELS | 20. |  |

**Time Requested:** \_\_\_\_\_\_\_\_­­­­­­­­\_\_ **Location**:

Special Instruction:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Person Placing the order (Print Please) DATE TOTAL DOLLAR