

APPENDIX I
REQUISITION FOR CLASSIFIED AD

**EAST TENNESSEE STATE UNIVERSITY
DEPARTMENTAL REQUISITION**

FORM F-200 7/85

Department of Human Resources Date 05-31-95 Requisitioned by Diana McClay 05-31-95
DATE

Account No. <u>2-63900</u>	Object	Amount	Departmental Req. No.	Accepted _____ <small>DEPARTMENT HEAD</small> <small>DATE</small>
				Approved _____ <small>DEAN/DIRECTOR</small> <small>DATE</small>
				Approved _____ <small>VICE PRESIDENT</small> <small>DATE</small>

Remarks	Complete Address of Suggested Vendor Johnson City Press Chronicle 204 W. Main Street Johnson City, TN 37601	Budget Available _____
		Date _____
		Approval _____

Item No.	Quantity	Unit	Cat. No.	Accurate and Detailed Description	Unit Price	Total Estimated Cost
				Run the attached classified ad one time upon receipt, next available Sunday edition. Tear sheet must accompany invoice.		\$50.00
<u>SAMPLE</u>						

Purchase Order No. _____ **TOTAL** _____