

# MARKLUND PURCHASE REQUISITION

PERSON REQUESTING: \_\_\_\_\_  
(Printed Name) (Signature)

DEPARTMENT / SITE: \_\_\_\_\_ PHONE # / EXT: \_\_\_\_\_ Date: \_\_\_\_\_

SITE TO BE CHARGED: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

3-DIGIT DEPARTMENT CODES

- |                         |           |                      |                      |                            |                                |
|-------------------------|-----------|----------------------|----------------------|----------------------------|--------------------------------|
| 200 – MDS - multi needs | 410 – MPC | 461 – Mill Creek MHH | 464 – Mill Creek MSH | 500- Elgin, MWC            | 701-Developmental Train - MWC  |
| 201 – LS - life skills  |           | 462 – Mill Creek MVH | 465 – Mill Creek MDH | 600 – MHC - Administration | 702 – Developmental Train- MHC |
| 202 MDS – Elgin         |           | 463 – Mill Creek MTH | 466 – Mill Creek MRH | 620 – Transportation       | 850 – REST Program             |

Qty	Unit	DESCRIPTION	ACCOUNT # (SEE OTHER SIDE)	DATE NEEDED	MANUFACTURER STOCK NUMBER	VENDOR NAME (IF KNOWN)	UNIT COST	Extended Total

\*\*Travel form to be attached if conference that air travel is required\*\*

SIGNATURE: \_\_\_\_\_ SPECIAL FUNDS / GRANT: YES NO (Please circle)  
(AUTHORIZED PARTY APPROVAL)

**CAPITAL EXPENSE:**

**ALL CAPITAL EXPENDITURES (\$500.00 OR MORE) MUST HAVE LEADERSHIP APPROVAL - FORM MUST BE ATTACHED**

Please indicate the appropriate Capital Number as listed in the Capital Budget:

\_\_\_\_\_  
 Capital Number  
 C#####

# ACCOUNT LISTING

## BENEFITS

4575-600-00000 PRE-EMPLOYMENT PHYSICAL  
(Human Resources only)

## EMPLOYEE

4601-XXXX-00000 TUITION  
4602 XXXX-00000 SEMINARS  
4603-XXX-00000 TRAVEL & SUSTENANCE  
4604-XXXX-00000 DUES & SUBSCRIPTIONS  
4605-XXXX-00000 EMPLOYEE RECOGNITION  
4606-XXXX-00000 BNATP  
4607-XXXX-00000 PAGERS  
4608-XXXX-00000 UNIFORMS  
4609-XXXX-00000 WELLNESS PROGRAM

## CONSULTING

5001-XXXX-00000 CONSULTING-NEUROLOGIST  
5002-XXXX-00000 CONSULTING-MEDICAL DIRECTOR  
5003-XXXX-00000 CONSULTING-ORTHOPEDIC  
5004-XXXX-00000 CONSULTING-PHARMACY  
5005-XXXX-00000 CONSULTING-VISION  
5006-XXXX-00000 CONSULTING-DENTAL  
5010-XXXX-00000 CONSULTING-PHYSICAL THERAPY  
5011-XXXX-00000 CONSULTING-SPEECH THERAPY  
5012-XXXX-00000 CONSULTING-OCCUPAT. THERAPY  
5013-XXXX-00000 CONSULTING-RECREATIONAL THER.  
5014-XXXX-00000 CONSULTING-RESPIRATORY THERAPY  
5015-XXXX-00000 CONSULTING-PSYCHOLOGY  
5016-XXXX-00000 CONSULTING-DIETARY  
5020-XXXX-00000 CONSULTING-INSTRUCTION  
5021-XXXX-00000 CONSULTING-BEHAVIOR  
5050-XXXX-00000 CONTRACT CNA/AIDES/RN

## MEDICAL

5101-XXXX-00000 DIAPERS  
5102-XXXX-00000 MEDICAL SUPPLIES  
5103-XXXX-00000 THERAPY SUPPLIES

## DIETARY/SUPPORT

6001-XXXX-00000 FOOD  
6002-XXXX-00000 NOURISHMENTS  
6003-XXXX-00000 DIETICIAN  
6004-XXXX-00000 OUTSIDE SERVICE FEES-DIETARY  
6005-XXXX-00000 KITCHEN SUPPLIES  
6006-XXXX-00000 VENDING SUPPLIES

## HOUSEKEEPING

6101-XXXX-00000 LINEN  
6102-XXXX-00000 LAUNDRY SUPPLIES  
6103-XXXX-00000 HOUSEKEEPING SUPPLIES  
6104-XXXX-00000 OUTSIDE SERVICE FEES-HOUSEKEEP.

## OCCUPANCY

7001-XXXX-00000 UTILITIES-GAS  
7002-XXXX-00000 UTILITIES-ELECTRIC  
7003-XXXX-00000 UTILITIES-SEWER & WATER  
7004-XXXX-00000 DISPOSAL SERVICE  
7005-XXXX-00000 LANDSCAPING  
7006-XXXX-00000 SNOW REMOVAL  
7007-XXXX-00000 MAINTENANCE  
7008-XXXX-00000 REAL ESTATE TAXES  
7010-XXXX-00000 SERVICE CONTRACTS-BUILDING  
7011-XXXX-00000 RENT  
7013-XXXX-00000 TELEPHONE  
7018-XXXX-00000 FIRE & ALARM  
7019-XXXX-00000 ARCHITECTURAL FEES  
7020-XXXX-00000 CABLE TELEVISION  
7021-XXXX-00000 PEST CONTROL  
7022-XXXX-00000 H2O - DRINKING

## EQUIPMENT

7101-XXXX-00000 COPIER EXPENSE  
7102-XXXX-00000 SERVICE CONTRACTS-EQUIPMENT  
7105-XXXX-00000 EXPENSED EQUIPMENT  
7106-XXXX-00000 COMPUTER SOFTWARE  
7107-XXXX-00000 COMPUTER SUPPLIES  
7108-XXXX-00000 EQUIPMENT REPAIRS  
7109-XXXX-00000 COMPUTER SUPPORT

## VEHICLES

7201-620-00000 GAS-VEHICLES  
7202-620-00000 REPAIR VEHICLES  
7205-620-00000 OUTSIDE SERVICES FEES-TRANS.

## ADMINISTRATIVE

8001-XXXX-00000 PROMOTIONAL ADVERTISING  
8002-600-00000 ADVERTISING-HELP WANTED  
(Human Resources only)  
8003-XXXX-00000 POSTAGE EXPENSE  
8006-XXXX-00000 OFFICE SUPPLIES  
8007-600-00000 EMPLOYEE PARTY  
(Human Resources only)  
8009-XXXX-00000 LICs., TAXES, & REGULATORY FEES  
8011-XXXX-00000 MEETINGS  
8012-XXXX-00000 OUTSIDE SERVICE FEES - ADMIN.  
8015-XXXX-00000 VOLUNTEER EXPENSE  
8016-850-00000 R.E.S.T. TRAINING EXPENSES

## CLIENT/STUDENT

9001-XXXX-00000 RECREATIONAL OUTINGS  
9002-XXXX-00000 RECREATIONAL SUPPLIES  
9003-XXXX-00000 IMPROVEMENT OF SERVICE  
9004-XXXX-00000 CLIENT/STUDENT EVENTS