



1. If the entire expense of a requisition is to be charged to a single MFK, you do not need this form. You may enter the MFK on the first page of the requisition and that MFK will be defaulted to all line items.
2. If the expense of a requisition is to be split between two or more MFKs, you must use this form and leave the MFK on the first page blank.
3. The sum of the dollar amounts for the MFKs for a particular line must equal the dollar amount for that line. The sum of all dollar amounts for all MFKs must equal the Grand Total dollar amount for the requisition.
4. You may use multiple MFK Addendums for one requisition set.
5. All MFK Addendums and all Requisition Continuations are pages to be numbered and counted in the page total when numbering a requisition set. Staple the entire requisition set in the upper left corner.
6. For interdepartmental requisitions, enter a "C" in the next to the last column for the MFK to be credited.

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| Requisition ID 1 | Purchase Order # 4 |
| Department Name | |
| Vendor Name | |
| Requester Name | |
| Buyer Name | |

| Line # | MFK Line # | Fund | Org | Dept | Sub-Dept | Grant/Program | Inst Acct | Org Acct | Dept Acct | Fn | Cost Ctr | SLID/SLAC | C | Amount |
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| Sub Total Forward | |
| Grand Total | |