



# OSCAR

**Online Shopping Cart at Rensselaer**

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# Fax

To: **Purchasing Department** From: \_\_\_\_\_

Fax: **x 6003** Pages: \_\_\_\_\_

Phone: \_\_\_\_\_ Date \_\_\_\_\_

OSCAR Req #: \_\_\_\_\_ CC: \_\_\_\_\_

Urgent     For Review     Please Comment     Please Reply     Please Recycle

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● Comments:

Attached please find backup documentation for the OSCAR Purchase Requisition submitted.

Thank You,

Please contact \_\_\_\_\_ at ext. \_\_\_\_\_ if you are missing any pages or if you have any questions regarding the documents submitted.