

Purchase Requisition

Requested by (print):	
Signature:	
Date:	
Reason for Purchase:	
Account Title:	
Suggested Vendor:	
If NEW Vendor, Include: Address:	
City, State, Zip:	
Telephone:	
Fax:	

Quantity	Item #	Description	Price	Total
		(If known) SHIPPING & HANDLING:		
		TOTAL:		

Account # - - . - _____

Approval: _____ Date: _____

Requisition # _____ Date Entered: _____
P.O. Rec'd _____ P.O. # _____ Items Rec'd: _____
Invoice Rec'd: _____ Invoice Sent to City Hall: _____