

Purchase Requisition

| | | |
|-----------------|-----------------|------------------------------------|
| Requested By: | | Bldg/Dept. |
| Date Submitted: | Date Processed: | PO/Reference# |
| Budget Code: | | Separate Requisition for Each Code |

Ensure all appropriate paperwork and/or information is attached, incomplete requisitions will delay processing.

Purchase Contracts up to \$10,000

Public Works Contracts up to \$20,000

| | Verbal Quotes | | Written Quotes | |
|--------------------|---------------|---|----------------|-----|
| | 0 | 3 | > 3 | > 3 |
| Under \$100 | X | | | |
| \$100 - \$500 | | X | | |
| \$501 - \$1,000 | | | X | |
| \$1,000 - \$5,000 | | | | X |
| \$5,001 - \$10,000 | | | | X |

| | Verbal Quotes | | Written Quotes | |
|---------------------|---------------|---|----------------|-----|
| | 0 | 3 | > 3 | > 3 |
| Under \$1,000 | X | | | |
| \$1,000 - \$5,000 | | X | | |
| \$5,001 - \$10,000 | | | X | |
| \$10,001 - \$20,000 | | | | X |
| \$20,001 - \$10,000 | | | | X |

All Written Quotes Must Be Attached - Complete Other Side for Verbal Quotes

| QTY | Catalog # | Description | Unit Cost | \$ Discount | Total Cost |
|-----|-----------|-------------|-----------|-------------|------------|
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Building Principal/Dept. Supervisor: _____

Click One:

Approve

Disapprove

| | |
|------------|--|
| Sub Total: | |
| Shipping: | |
| Total: | |

Purchase Requisition Vendor Selection

Documented Verbal Quotes

| Vendor Name | Price Quoted for Item(s) or Service(s) |
|-------------|--|
| | |
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|-------------------------|--|
| Selected Vendor: | |
| Vendor Address: | |
| | |
| Phone # | |
| Fax# | |
| email Address | |

If Applicable, The Required Number of Written Quotes Must Be Attached