



## REQUISITION FORM

DATE OF REQUEST \_\_\_\_\_ DATE REQUIRED \_\_\_\_\_

### Procedure for use of Requisition Form

1. Prior to making a purchase greater than \$250, obtain 3 estimates for the purchase and include them when you submit this form.
2. Complete this form for the vendor you prefer, sign your name, enter the date, and make 3 copies. Retain a copy for your records. Give/Send the signed form with 2 copies and the estimates to your Committee Chairman for approval.
3. The Committee Chairman approves the purchase request by signing and retaining one copy for his/her records.
4. The Committee Chair passes the request to the Board Chair who authorizes the purchase. The Board Chairman retains a copy for his/her records.

### VENDOR INFORMATION:

Preferred Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Vendor Contact Name and E-mail Address:  
\_\_\_\_\_

QTY	ITEM TO BE PURCHASED	PRICE EACH	TOTAL PRICE	ACCOUNT
		<b>TOTAL</b>		

1. Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Purchaser's Signature)

2. Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

(Committee Chairman's Signature)

3. AUTHORIZED by: \_\_\_\_\_ Date: \_\_\_\_\_

(Board Chairman's Signature)