

"SAMPLE" REQUISITION FOR PURCHASE

_____, COUNTY, TENNESSEE

Original Copy to _____ Office

Requisition No. A000

Department: _____

Date Issued: _____

Office/Division: _____

Deliver by: _____

Deliver to: _____

Names and Addresses of Suggested Vendors:

1. _____ 2. _____ 3. _____

To the county purchasing agent: Please purchase or supply as specified herein the following goods or services:

Item No.	Description	Acct. No.	Quantity	Unit Extended		For: Purchasing Use Only	
				Price	Price	Vendor	P.O #
Total \$							

Requested By: _____

Department Head Approval: _____

Date: _____

Date: _____