



Purchase Requisition	REQ #	DATE

Vendor:

Initiator:

Buyer:



BID REQUIREMENTS TO BE SUBMITTED WITH REQUISITION (Select One)		PURPOSE OF PURCHASE:	
	Purchases of Less than \$2,000 : No competitive quotes required.	I HEREBY CERTIFY THE ITEMS IN THIS REQUEST ARE NECESSARY FOR USE IN THIS DEPARTMENT.	
	Purchases from \$2,000 but Less than \$25,000 : Three (3) quotes are required.		
1.			
2.			
3.	Purchases of \$25,000 or More : Competitive bidding process required.	ACCOUNT MANAGER	DATE
	OTHER:		