ORIGNAL ☐

AMENDED ☐

SUBMIT

SUMNER COUNTY

REQUISITION FOR PURCHASE ORDER

Date _____ Authorization ☐☐ ☐☐☐☐

Department

Address

_____

Deliver to

Address

_____

Purchase Order Type _____

Vendor Number & Name

A-C _____
D-H _____
I-L _____
M-Z _____

Vendor Name/ Address if not listed above _____
_____
_____

Specifications: IF $2500. to $9,999.99 THREE VERBAL QUOTES OBTAINED ☐

Please Enter Bid Number If Purchase was Bid _____

Item Description	Budget Acct Line	Part No.	Quantity Amt.	Unit Price	Total Price
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00

Purchase orders are required prior to commitment to purchase,(excluding items that are exempt)
The County will not be liable for payment of any purchase made contrary to state statute or any of the Purchasing policy and procedures.

Item Description	Budget Acct Line	Part No.	Quantity Amt.	Unit Price	Total Price
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
Total Price					$0.00

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