

## PURCHASE ORDER REQUISITION FORM

Instructions: This form must be filled out and submitted before the item is ordered. This form must be filled out completely or it will not be accepted. If an emergency situation arises and a Purchase Order is needed to acquire services/products, a verbal Purchase Order number may be requested. When a verbal Purchase Order is given, all information pertaining to the vendor must be provided. This includes, Name, Address, and dollar amounts as well as a full description of the item being ordered. If the vendor is new to the Village, a Tax ID # is required. A verbal PO will not be issued without the above information being provided.

Date: \_\_\_\_\_

Department Requesting PO: \_\_\_\_\_

Person Requesting PO: \_\_\_\_\_

Department Head Authorization: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Description of item being purchased:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quantity: \_\_\_\_\_

Unit Price: \_\_\_\_\_

Total: \_\_\_\_\_ Account Number: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Reason: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Village Administrator: \_\_\_\_\_ Date: \_\_\_\_\_