INSTRUCTIONS

1. Complete proper dates.
2. List suggested vendors.
3. Complete Budget Account Number (10 Digits).
4. Enter dollar amount to be used for the full or remainder of the budget year.
5. If the amount is exhausted prior to year end, a second Open Purchase Order Requisition will be required.
6. List brand name or vendors as suggestions only (other equivalent types or sources may be used by Purchasing Agent).
7. Use "Comments" section for any remarks.
8. Requisition must be signed by Department Head.
9. Requisitions will not be processed against insufficient balances. If account will be Overdrawn, a budgetary transfer request is necessary.
10. Any county official or employee who buys directly for his department and then issues a requisition on the Department of Finance, subjects himself personally to the charge of the goods thus ordered.

COUNTY OF ERIE, PA

DEPARTMENTAL

BLANKET (OPEN) PURCHASE REQUISITION

Date of Requisition	
Date Required	

Vendor No:

Budget Account No.	Dollar Amount	Description & Specifications

Vendor Name:

Address:

Address 2:

City, State & Zip:

COMMENTS:

P.O. # | Date:

FOR ACCOUNTING USE ONLY

Balance:	
Date:	
Last Posting Date:	
Checked By:	

APPROVED BY:

Department Head Signature

Department Name

Email Completed Form