INSTRUCTIONS

1. Complete proper dates.
2. List suggested vendors.
3. Complete Budget Account Number (10 Digits).
4. Enter dollar amount.
5. List brand name or vendors as suggestions only (other equivalent types or sources may be used by Purchasing Agent.)
6. Use "Comments" section for any remarks.
7. Requisition must be Approved by Department Head.
8. Use "Comments" section for any remarks.
9. 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

RECORDS IMPROVEMENT FUND

PURCHASE REQUISITION

Date of Requisition	
Date Required	

Vendor No:

Budget Account No.	Dollar Amount	Description & Specifications

Name:	
Address:	

COMMENTS:

P.O. #		Date:	

FOR ACCOUNTING USE ONLY

Balance:	
Date:	
Last Posting Date:	
Checked By:	

APPROVED:

Department Head Signature

Department Name

Email Completed Form