VALLEY OPPORTUNITY COUNCIL, INC.
PURCHASE REQUISITION

TO: ACCOUNTING DEPARTMENT

REQUEST FOR AUTHORIZATION TO PURCHASE THE FOLLOWING AND CHARGE TO:

REQ. NUMBER: _____

(ASSIGNED BY ACCOUNTING DEPT ONLY)

Component: _____

DATE: _____

☐ **If a check is required before the bill is received check here and explain below.**

Quantity	Please give a full description and complete specifications. If a written quote was obtained, transmit with this request.	Est 1 price	Est 2 price	Est 3 price

Total:

Names and addresses of preferred vendors. Circle the lowest bidder.

1. 2. 3.

_____

Agency Policy: The Accounting Department is vested with sole authority to order materials and contract for services. The Agency will assume no obligation except on a duly authorized Purchase Order.

_____

Requested by: _____
Head of Department

Approved by: _____
Executive Director

Approved by: _____
Accounting Department