

<ol style="list-style-type: none"> 1. Complete proper dates 2. List suggested vendors. 3. Complete Budget Account Number (10 Digits) 4. Order only economical quantities to be used in balance of budget year. 5. Give complete description, size, weight, Gauge, type, color, grade, catalog no. or manufacturer's identification no. 6. List brand name or vendors as suggestions only (other equivalent types or sources may be used by Purchasing Agent) 	<p style="text-align: center;">INSTRUCTIONS</p> <ol style="list-style-type: none"> 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. 	<p>COUNTY OF ERIE, PA</p> <hr/> <p>DEPARTMENTAL</p> <hr/> <p>PURCHASE REQUISITION</p>				
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Date of Requisition</td> <td style="width:70%;"></td> </tr> <tr> <td>Date Required</td> <td></td> </tr> </table>	Date of Requisition		Date Required	
Date of Requisition						
Date Required						
		SUGGESTED VENDORS				

Budget Account No.	Quantity	Description & Specifications	1.			
			2.			
			3.			
			4.			
			FOR PURCHASING AGENTS USE ONLY			
			Vendor	Vendor	Vendor	Vendor
			No. 1	No. 2	No. 3	No. 4
			AWARDED TO			
			Name:			
			Address:			
			Vendor No:			

<p>COMMENTS:</p>		P.O. #		Date:	
		APPROVED:			
		Department Head Signature			
		Department Name			
		FOR ACCOUNTING USE ONLY			
		Balance:			
		Date:			
		Last Posting Date:			
		Checked By:			