

REQUISITION FOR PURCHASE

Rutherford County Tennessee

Requisition No. _____

Date: _____

Blanket P.O.? Yes No

Charge Account Code _____

Department: _____

Department Heads Approval

Description

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Vendor

Address:

Phone No.

PURCHASING REQUIREMENTS:

Verify all purchases with the pricing on the Statewide contract (SWC). If you find the SWC price is lower, you are required to use them for this purchase. Please attach documentation if you wish to use a different vendor, even if you found the SWC to be lower, and we will review.

You can access a direct link to the SWC on the Purchasing page of the County website under County Mayor.

Statewide Contract Price

Check box if item not found on SWC

Other Vendor Price

Authorization

Purchase Order No.

BID REQUIREMENTS:

- \$0-\$4999 Check Statewide Contract (SWC)
- \$5,000-\$24,999 attach three written quotes or SWC Information
- \$25,000 and above - must be bid through the Purchasing Committee, call Vicki Taylor 615-898-7745

If you are using bids from other sources (GSA, SCW, TCPN, National IPA, US Communities, NJPA, etc.) attach a copy of the awarded contract which includes awarded contract prices, terms of the contract & the quote. Prices on the quote must match awarded contract prices. The quote must also include contract number. **Send large contract files electronically.

If you are using another county's or other municipality's bid, please call Laura 615-849-4853 for details of required documentation.