

**Rutherford County Tennessee  
Request for Purchase**

Requisition No. \_\_\_\_\_ Dept. \_\_\_\_\_

Blanket P.O.?      Yes      No      Charge Account Code \_\_\_\_\_

Expire Date \_\_\_\_\_  
\_\_\_\_\_ department heads approval

**Description**

	<b>Total</b>

Vendor No. One \_\_\_\_\_

**Preferred  
Vendor**

Price \_\_\_\_\_

Address: 


Vendor No.

Phone No.

Date Called \_\_\_\_\_

Vendor No. Two \_\_\_\_\_

Price \_\_\_\_\_

Address: 


Vendor No.      

Phone No.

Date Called \_\_\_\_\_

Vendor No. Three \_\_\_\_\_

Price \_\_\_\_\_

Address: 


Vendor No.      

Phone No.

Date Called \_\_\_\_\_

\_\_\_\_\_ authorization

purchase order no.