



Requisition Form (Sample)

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee
Municipal Technical Advisory Service
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Knoxville, TN 37921-6741
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Requisition Form (Sample)

Reference Number: MTAS-1723

REQUISITION SAMPLE FORM

CITY OF _____, TENNESSEE
Requisition for Supplies

Date issued (date requisition prepared)
Date wanted (date delivery is needed)

Req. No.(department file number)

Department (name of using department)
Requisitioner (signature of requesting person)
Department Head (signature of department head)

To be purchased from:
(This area to be filled in by purchasing department unless there is only one supplier for items requested.)

Suggested vendors:

1. _____
2. _____
3. _____

To be delivered to:
Give specific delivery instructions, including name of person designated to receive the item(s), department and street address.

| ITEM NUMBER | QUANTITY | UNIT | DESCRIPTION | ACCOUNT TO BE CHARGED | UNIT PRICE | AMOUNT |
|-------------|----------|------|-------------|-----------------------|------------|--------|
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |

Competitive Prices: (To be filled in by purchasing)

Approved:

Finance Officer

Purchasing Agent

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be

applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE