

**Rutherford County Tennessee
Request for Purchase**

Requisition No. _____ Date: _____
 Blanket P.O.? Yes No Charge Account Code _____

Department: _____ Department Heads Approval _____

Description

| | |
|--|--------------|
| | |
| | Total |
| | |

Vendor No. One** _____

| |
|---------------------------|
| **Preferred Vendor |
|---------------------------|

Price _____

Address:

| |
|--|
| |
| |
| |

Phone No. _____ Date Called _____

Vendor No. Two _____

Price _____

Address:

| |
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| |
| |
| |

Phone No. _____ Date Called _____

Vendor No. Three _____

Price _____

Address:

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|--|
| |
| |
| |

Phone No. _____ Date Called _____

authorization

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| |
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Bid requirements:

- \$1500-\$4999 obtain 3 verbal quotes (list above)
- \$5000-\$9999 obtain 3 written quotes (attach to this form)
- \$10,000 and above - must be bid through the Purchasing Committee, call Vicki Taylor 615-898-7745

purchase order no.

NOTICE...It is this counties purchasing policy to obtain bids/quotes when purchases are within the ranges above. However, if you are using bids from other sources (GSA, SCW, TCPN, etc.), the bid process has been done for you, provided you use valid contract/bid numbers from authorized dealers. This information must be submitted with your PO Request along with sufficient documentation. Simply print the information from the website/source.