

**OKOLONA FIRE DEPARTMENT
REQUISITION FORM**

From: _____ Date (mm/dd/yy): _____

Item(s) Requested:

This is a: Stock Non-stock Item Date item is needed (mm/dd/yy): _____

For Non-stock Items to be purchased, please suggest three (3) vendors:

1. Name: _____ Telephone: _____ Cost: _____

2. Name: _____ Telephone: _____ Cost: _____

3. Name: _____ Telephone: _____ Cost: _____

Please explain the need for this purchase:

Submit to Purchasing Officer (or Chief if more than \$500)

Request is: Approved Dis-approved

Purchasing Officer/Chief: _____ Date: _____

Date Request Completed: _____

Completed by: _____ Date: _____

Return to Originator upon completion.