

Town of Clayton Fire District

Purchase Requisition

Must be completed prior to presentation

Voucher/Bid Specifications:

| PURCHASES | VERBAL QUOTES | WRITTEN QUOTES |
|-----------------------|--|--------------------------|
| Under \$500 | None Required | |
| \$501-\$2,999 | 2 Verbal Quotes | |
| \$3,000-\$4,999 | | 2 Written, fax, e-quotes |
| \$5,000-\$9,999 | | 3 Written, fax, e-quotes |
| Insurance | 3 Written quotes, unless renewing with same company | |
| Professional Services | Obtained from evaluation of proposals from qualified sources | |

DATE _____ DEPARTMENT: Clayton Depauville

Expense code number/category _____

Item requested _____

Description/Usage/Function _____

Quantity _____ Expected years of usage _____

| Vendor | Unit Cost | Shipping/Handling | Total Price |
|--------|-----------|-------------------|-------------|
| | | | |
| | | | |
| | | | |

Signature Department Chief _____

District Signature _____

Approved

Disapproved