TOWN OF COLLIERVILLE
500 Poplar View Parkway
Collierville, TN 38017

PURCHASE REQUISITION FORM

DATE	REQUISITIONER	DATE NEEDED	PO NUMBER	REQUISITION NUMBER

DEPARTMENT	DIVISION	DELIVER TO

SHIP VIA		FOB		TERMS	

QTY.	UNIT	DESCRIPTION	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE	ACCOUNT NUMBER

	ESTIMATED FREIGHT COST	
	ESTIMATED TOTAL COST	-

RECOMMENDED VENDOR(S):	
JUSTIFICATION FOR PURCHASE:	

DEPARTMENT DIRECTOR OR DESIGNEE MUST SIGN AND DATE REQUEST BELOW:

The items above listed are a proper charge against the appropriation shown hereon and the services or materials are to be used exclusively for the purpose against which each said items are charged.

APPROVED BY:		DATE:	
APPROVED BY:		DATE:	
APPROVED BY:		DATE:	
APPROVED BY:		DATE:	

MATERIAL RECEIVING REPORT

DATE	DIVISION MATERIALS DELIVERED TO:	PURCHASE ORDER NO.

TIME OF DAY	RECEIVED BY: (INCLUDE POSITION TITLE)
	☐ See attached packing slip

TOTAL # OF ITEMS ON FREIGHT BILL	TOTAL # OF ITEMS RECEIVED	DELIVERED BY
		☐ Town Pick-up ☐ Vendor Truck ☐ Freight Company ☐ Mail ☐ UPS ☐ Fed Ex ☐ Other:

COMPLETE THIS SECTION FOR DAMAGED OR BACK ORDERED ITEMS

ITEM	DESCRIPTION	QUANTITY	COMMENTS
(IV) 2a	(IV) 2b	(IV) 2c	(IV) 2d

DAMAGED OR BACK ORDERED ITEMS RECEIVED BY	POSITION TITLE	DATE RECEIVED
(V) 1a	(V) 1b	(V) 1c