



REQUEST FOR PURCHASE ORDER PO: _____

(office use only)

DATE: _____

PERSON COMPLETING THE REQUEST: _____

DEPARTMENT: _____ (CD = Community Development; CH = City Hall; FD = Fire; PD = Police; PWA = Public Works; LIB = Library)

PROJECT: _____

VENDOR NAME: _____

VENDOR BILLING ADDRESS: _____

VENDOR PHONE: _____

DESCRIPTION*:

*IF FOR VEHICLE, PROVIDE UNIT NUMBER: _____

ACCOUNT/PRICE (INCLUDE SHIPPING CHARGES) For more than 5 accounts please attach a list with amount total

FUND: _____ ACCT#: _____ DEPT: _____ \$ AMOUNT: _____

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FUND: _____ ACCT#: _____ DEPT: _____ \$ AMOUNT: _____

TOTAL \$ AMOUNT OF REQUISITION: _____

DATE APPROVED BY COUNCIL/TRUSTEES: _____

SIGNATURE (DEPT HEAD)

SIGNATURE (CITY/TRUST MANAGER)

- Purchases totaling up to **\$500.00** require approval by the department head – **email PO Request to Purchasing@cityofcoweta-ok.gov**
 - Purchases totaling \$500.01 to \$15,000 require approval by the City/Trust Manager – email PO request to **rkolman@cityofcoweta-ok.gov**
 - Purchases totaling more than \$15,000 require approval by the City Council/Trustees – email PO request to **rkolman@cityofcoweta-ok.gov**
- Include any estimates or invoices with your request**